

2013 - 2014 SCHOOL YEAR REGISTRATION

Birmingham Ballet Academy

A Reputation of Excellence since 1991

www.birminghamballet.com
2198 Columbiana Rd. - Suite 100
Birmingham, Al 35216
(205) 979-9492

Step One: Review the 2013-2014 School Year Policies and Procedures on page one.

Step Two: Complete the Registration Form on page two.

Step Three: Mail your Registration to Birmingham Ballet Academy, 2198 Columbiana Road, Birmingham, Al 35216 or email to: info@birminghamballet.com

2013 - 2014 School Year Policies and Procedures

Enrollment: We provide premium individualized instruction by keeping our class sizes small. Classes fill on a first come first serve basis. When you register for a class, you are registering for the entire term. In the event that your class choice does not meet a minimum enrollment of six students an alternative class will be offered. If the alternative class time does not work for you, your fees will be refunded.

Class Term : Elementary and Senior Division classes begin August 19. Junior Division classes begin September 9.

Registration Fee: \$35 (*sibling discount 10%*)

Spring Recital: All Academy students participate in a Spring Recital. The recital fee (due with registration) covers participation and includes 2 tickets. Additional tickets will be available for purchase. The costume fee is due November 1st.

Recital Fee: (*due with registration*) \$100

Costume Fee (due 11/1): \$80 per costume Junior Division/ \$90 per costume Elementary and Senior Division

Tuition Payment Options and Due Dates			
	Semester	Quarter	Month
Junior Division	9/10 and 1/10	9/10, 10/10, 1/10, 3/10	9 payments. First and last payment due with registration. Remaining payments are due on the 10th of each month Sept. - April.
Elementary and Senior Division	8/10 and 1/10	8/10, 10/10, 1/10, 3/10	10 payments. First and last payment due with registration. Remaining payments are due on the 10th of each month Aug. - April.

Payment Options: All accounts are set up for automatic withdrawal. Tuition Fees as well as Recital Costume(s) will automatically be charged to your account when they are due.

Discounts: Annual Payment Discount: 2% off yearly tuition if both semesters are paid in full by the first day of class.

Family Discount: 10% off Registration, Recital Fee and Tuition for the 2nd child and all subsequent siblings. Family discount applies to the lesser fee.

Refunds: The Registration Fee and Recital Fee are non-refundable. Costume Fees are refundable prior to December 15th. Tuition is only refundable when the Withdrawal Policy is followed.

Withdrawal Policy: During the first semester, you may withdraw from a class with advance written notification from parent or guardian. Please note the deadlines listed below for notification of withdrawal. Once Semester Two has begun there are no further withdrawals and tuition is due through the balance of the school year.

Withdrawal from Quarter One: written notification two weeks prior to the first day of classes

Withdrawal from Quarter Two: written notification on or before October 1st

Withdrawal from all of Semester Two: written notification on or before December 1st

Collections: A \$25 fee is charged on returned checks or rejected charges. Parents and/or guardians are responsible for any expenses (including attorney fees) that BBA incurs in pursuit of uncollected tuition or fees. All accounts must be paid in full in order for students to participate in the spring recital.

Attire: Girls in Creative Movement, Pre-Ballet and Primary Ballet wear a pink leotard, pink tights, pink ballet shoes, and hair in a bun. Girls in Elementary Ballet and beyond wear a black leotard, pink tights, pink ballet shoes and hair in a bun. Boys wear a white t-shirt, black tights, white socks, and black ballet shoes. Tap students wear beige tap shoes. Theater Dance students wear beige jazz shoes. Jazz students wear black jazz pants and beige jazz shoes. Dance skirts are not allowed. Leg warmers are allowed at the discretion of each teacher. Students without appropriate attire and hair styles may not be permitted to take class.

Attendance and Lateness: Regular timely attendance is required. Please call to report the necessity of an absence. To prevent injury, tardiness beyond 10 minutes may result in the student not being allowed to participate in class. In the event of absence, make-up lessons are encouraged in a class of similar age and ability through March 15.

Code of Ethics: To ensure the quality of our environment Birmingham Ballet maintains a zero tolerance policy in regard to bullying, theft, or vandalism. Students will be subject to dismissal for poor attitude, disrespectful behavior, or poor attendance. Parents are also subject to a code of ethics when entering Birmingham Ballet. In the event of a breach of these ethics, a meeting will take place and further incidents could lead to dismissal. Refunds will not be considered for students or parents in violation of this policy.

Class Observation: Each studio has observation windows. Classes may be observed at any time.

Injuries: Parents, legal guardians of minor students and adult students waive the right of any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo Release: Birmingham Ballet and/or BBA is hereby granted permission to use photographs or videos of students in BB/BBA publications and for promotional purposes including brochures, web sites, posters, and advertisements. Permission is also hereby granted for the school to copyright such photographs and recordings in its name.

Inclement Weather: BBA will close if either the Vestavia or Hoover School Systems close for inclement weather.



2013-2014 SCHOOL YEAR REGISTRATION FORM

Birmingham Ballet Academy

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For Office Use:

Draft _____

Option _____

Amount _____

1. Registration Agreement: I have read and understood the 2013-2014 School Year Policies and Procedures. I agree to abide by them.

Initial (parent or adult student) _____ Date _____

2. Student Information:

Student's Name _____ Age _____ Birth Date _____

Class(es) of your choice _____

How did you hear about us? _____

Previous Training _____

Address _____ Zip code _____

Home Phone _____ Academic School _____ Grade _____

e-mail address _____

Mother's name _____ Address (if different) _____

Employer _____ Work Phone _____ Cell _____

Father's name _____ Address (if different) _____

Employer _____ Work Phone _____ Cell _____

3. Tuition Payment Option: **All accounts are set up for automatic withdrawal and** are drafted automatically on due dates.

☐ Visa Draft ☐ MasterCard Draft

Account # _____ Expiration Date _____

4. Electronic Draft Authorization: This is a request to charge the above named financial institution as specified above under Tuition Option. I further agree that this authorization is to remain in effect for the 2013-2014 School Year unless Birmingham Ballet receives written notice of cancellation in accordance with the BBA Withdrawal Policy.

Signature _____

5. Tuition Option:

☐ Annual

☐ Semester

☐ Quarter

☐ Monthly

Annual - One Payment: Paid in Full on or before the first day of class.

Semester - Two Payments: Junior Division: 9/10 and 1/10

Elementary and Senior Divisions: 8/10 and 1/10

Quarter - Four Payments: Junior Division: 9/10, 10/10, 1/10, 3/10

Elementary and Senior Divisions: 8/10, 10/10, 1/10, 3/10

Monthly - 1st and last payment with registration. Remainder due on 10th of each month.

All accounts are set up for automatic withdrawal from your choice of credit card. Tuition Fees as well as Recital Costume(s) will automatically be charged to your account when they are due.

6. Due with Registration:

Registration Fee \$ 35

Recital Fee \$ 100

Tuition Payment \$ _____ (Reminder: Monthly Tuition Option pays 1st & last payment with registration)

Total \$ _____ ☐ Enclosed ☐ Electronic Draft

7. Return to : Birmingham Ballet Academy
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Birmingham, Al 35216
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email: info@birminghamballet.com