

2011 - 2012 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 2011-2012 School Year Policies and Procedures on page one.

Step Two: Complete the Registration Form on page two.

Step Three: Fax or Mail your Registration to Birmingham Ballet Academy, 2198 Columbiana Road, Birmingham, AL 35216 or Fax: (205) 979-5139

2011 - 2011 School Year Policies and Procedures

Enrollment: Registration for the 2011-2012 school year begins in May 2011. 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 15. Junior Division classes begin September 6.

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

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

Recital Fee: \$75 Junior/ \$100 Elementary & Senior Division
(*due w/ registration*)

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

Due Dates for Tuition			
	Semester	Quarter	Month
Junior Division	9/1 and 1/10	9/1, 10/10, 1/10, 3/10	9 payments. The 1st payment 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. The 1st payment with registration. Remaining payments are due on the 10th of each month Aug. - April.

Payment Options: You may pay by credit card or from checking by electronic funds transfer. Payments 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 Performance Fee are non-refundable. Costume Fees are refundable prior to December 15. 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.

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 black jazz shoes. Jazz students wear black jazz pants and black 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.



2011-2012 School Year REGISTRATION FORM

Birmingham Ballet Academy

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For Office Use:

Draft _____

Option _____

Amount _____

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 _____

1. Registration Agreement: I have read and understood the 2011-2012 School Year Policies and Procedures. I agree to abide by them.

Initial (parent or adult student) _____ Date _____

2. Tuition Payment Option: Choose Checking Account Draft or Visa/Mastercard draft.

☐ Checking Account Draft (To insure accuracy, please provide a copy of a voided check)

Bank Name _____ Account # _____

Routing # _____

☐ Visa Draft ☐ MasterCard Draft

Account # _____ Expiration Date _____

3. 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 2010-2011 School Year unless Birmingham Ballet receives written notice of cancellation in accordance with the BBA Withdrawal Policy.

Signature _____

4. 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: 9/1 and 1/10

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

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

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

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

5. Due with Registration:

Registration Fee \$ 35

Recital Fee \$ 75 (\$100 Elementary & Senior Division)

Tuition Payment \$ _____

Total \$ _____

☐ Enclosed ☐ Electronic Draft

6. Return to : Birmingham Ballet Academy
2198 Columbiana Road
Birmingham, Al 35216.
Phone: (205) 979-9492
Fax: (205) 979-5139