

Emerald Ballet Academy Registration and Tuition Policies

Registration

Registration forms are available at the Emerald Ballet Theatre (EBA) office or online at www.emeraldballet.org. Or, email your request to infor@emeraldballet.org or call the studio at 425-883-3405 and we would be happy to mail one to you.

Registration fee is \$30 and \$10 for each additional sibling. This fee is paid at the time of registration and is due only once per academic year. The registration fee is non-refundable.

To secure your child's place in an EBA class, complete a registration form for each child who will be attending EBA and return it with your payment via mail or drop it by the studio. Our address is:

Emerald Ballet Academy
12368 Northup Way
Bellevue, WA 98005

All classes are subject to a minimum/maximum enrollment. If there is no longer space available in a class or a class has been cancelled, you will be notified as soon as possible.

Tuition Policies

Tuition is based on the total number of hours of instruction taken per week during a 19 week semester. There are 3 ways to pay:

- a. Full year tuition for both fall and spring semesters. You will receive a 5% discount if you pay by September 11th.
- b. Semester tuition for the fall semester and semester tuition for the spring semester.
- c. Monthly payments including a 10% processing fee necessary to cover additional bookkeeping costs.

Once classes have begun, tuition is non-refundable. Students who miss class or withdraw before the end of the semester are still obligated for the full semester's tuition.

Classes are non-transferrable. No exceptions.

Missed classes are non-refundable. Students may make-up missed classes by scheduling with the EBA Artistic Director to attend another class at the same or lower level prior to the end of the semester.

EBA will cancel classes according to the Bellevue School District decisions for school closures due to weather, road conditions and other emergencies. Additionally, when the Bellevue School District decides to have a late start, EBA classes will be cancelled that day. There are no make-up classes for weather related closures, nor are tuition refunds available for these cancelled classes.

Students that have unforeseen circumstances or need to temporarily withdraw for medical reasons, and have a doctor's written statement, may be able to make arrangements with the Artistic Director to receive credit for future classes.

Students permanently withdrawing due to moving away or serious medical conditions are asked to notify the EBA Artistic Director and schedule an appointment to discuss their situation. Verification of the upcoming move, or a physician's written orders are required prior to the appointment to discuss permanent withdrawal. A tuition refund will be discussed at the time of the appointment and negotiated on an individual basis.

EBA reserves a slot in each Spring Semester class for students enrolled during the Fall Semester. Students who decide not to continue in the spring must notify the Artistic Director.

All classes must be paid in advance. A \$25 late fee will be charged for all late tuition payments, no exceptions. Please add a late fee of \$25 to your payment.

Late Spring Registration for students enrolled at EBA the previous fall will result in a \$25 charge plus an additional \$25 late fee that will be assessed for the late tuition payment.

There is a \$25 handling fee on all returned checks. No exceptions.

Monthly Tuition Payment Plan Policies

A monthly tuition payment plan is available at EBA by special arrangement only. Please contact the office if you are interested.

Monthly tuition payments include a 10% processing fee due to additional bookkeeping and office costs.

All classes must be paid in advance. No exceptions.

Monthly tuition payments are due on the first of each month (excluding September).

May and June tuition will be combined and is due on May 1st

A \$25 late fee will be charged for all late monthly tuition payments. Please add \$25 to your late monthly tuition payment.

EBA has several options in place to prevent incurring a late fee. If you think of another creative way to assure your payment arrives before the first of each month and we can be of help, let us know!

- a. Parents are welcome to leave a postdated check at EBA prior to the first of each month. Postdated checks will not be cashed until the first of the month when they are due.
- b. At the time of registration, parents can leave a series of postdated checks for the semester or full school year, these checks will not be cashed until the first of the month when they are due.
- c. On the second page of the registration form, parents can give their permission for EBA to charge their credit card account on the first of each month for the exact amount due that month. We'll save the transaction receipt and give it to you following each transaction.
- d. You may set up automatic payments that are deducted directly from your checking or savings account and transferred to EBA's account.

Missed classes are non-refundable. Students may make-up classes by scheduling with the EBA Artistic Director to attend another class at the same or lower level prior to the end of the semester.

Once classes have begun, tuition is non-refundable. If you withdraw from classes and decide to return at a later date, there is no guarantee space will still be available if you are on the Monthly Tuition Payment Plan.

Students enrolled in the EBA monthly tuition payment plan are responsible to review the Emerald Ballet Academy Registration and Tuition Policies which apply to ALL EBA students.

