

Rules and Policies Agreement Form

Please read the “Rules and Policies” below, and understand all the general rules and policies before you sign.

Please do not assume anything which is not written in the policy. If anything would need to be discussed, please feel free to ask. Any adjustment will have to be discussed before hand. No afterwards adjustment will be accepted.

* I have read and understood all the “rules and policies”. I agree to follow those rules and policies.

Signature: _____

Print Name: _____

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Ballet Kukan Academy Rules and Policies/ Parent’s Copy

Payment Policies

- Tuition due is 15th of the month. Payment must be in full. Prorate only occurs for the very first month for the new student to start easy. If the student would start from the last week of the payment period, single ticket price will apply.
- Late fee \$15.00 will be applied on 16th of the month. If Credit Card information was filed, no late fee occur, but tuition will be charged on 16th.
- \$25.00 will be charged for all returned checks.
- No refunds or credits on missed classes. No prorate will be applied to the next payment because of missed classes.
- Any payment arrangement has to be made before hand. Arrangements will be only allowed with the appropriate reasons and to the impossible cases.
- Discount will be applied to the siblings (towards lessor tuition). No relative or friends discount will be applied.
- Discount may be applied to the Team members.
- We accept cash, check, credit card (process fee incur), and on-line payment (process fee incur).

Registration policies

- All students need an annual registration except single base classes. The registration fee is per person, and non-refundable.
- **ALL have to file the Credit Card payment information in the portal at the time of the registration.**
- The student’s registration will be deactivated if 2 months of no tuition payment occurs with any reason. The student’s registration status will be asked, however, if no information would be provided in timely manner, the student will be considered as withdrew, and the registration will be ended at this point. Returning student will have to register as a new student.
- The best early bird rate for the next year program will be applied only for the students who keep membership as current. The payment and the attendance must be continuous throughout the year program. If long absence or no payment occurs often, the discount may not be applied for the next year’s registration.

Make up class policies

- Make up is the only option if the student would miss a class to cover the tuition. Make up classes are only allowed till the scheduled period. If special arrangement would be needed, it has to be discussed with the timely manner.
- Make ups have to be completed in the same month if the student is withdrawing. Make ups are not allowed after the withdrawal.
- Make up classes must be with the same or lower level unless the teacher allows to take the higher level. Make up can be with the different dance forms.
- Notify and schedule the make up classes ahead of time to avoid overflow of the class.

Studio policies and rules

- Water is only allowed in the studio. No Food or Drink are allowed in the studio and carpet area.
- Punctual and consistent attendance will be expected. Students who are late more than 20 minutes may be asked to observe the class.
- No accessories are allowed in the studio.
- All the minors have to be supervised by the parent/guardian for their safety. Ballet Kukan Academy is not responsible for any situation without being notified by the parents before hand.
- We are not responsible for lost or stolen items. For your safety, please do not bring valuables.

Late Pick up

- Notify if late pick up would happen (We understand some situation may happen.)
- If there would be no notification happens, we will call the parent after 10 minutes of wait time.
- \$1.00 per minute will be charged after 15 minutes of waiting time if no notification would be given to us.

Uniform Policy— Check the Uniform list for more details.

- Uniform is required from Primary level. Uniform must be purchased from Ballet Kukan Academy. No outside product is accepted.
- The students who are not in the right attire might be asked to observe or leave the class.

Withdrawal Policy

- Withdrawal notice should be given to Ballet Kukan Academy 30 days prior.
- If the notice would not be given, the tuition may be charged even if the student was not attended the classes.

***We reserve the right to refuse the service if the policies and rules were violated.**

Ballet Kukan Academy: Other Important Information

<Royal Academy of Dance Examination>

Ballet Kukan Academy encourages all the students above Grade 1 to take internationally recognized ballet examination through Royal Academy of Dance for recognition of their achievement. The examination is only eligible for the students who meet the requirement and with the teachers' recommendation. The students will receive an official certificate from RAD if they pass, and will become their permanent record. This may become credits in their school or use it in the recommendation/resume later on.

Primary level will be encouraged to take the Class Awards. This is more like a presentation than the examination. It will be very good practice for the students to experience the same situation considering the future examination from Grade 1 level.

The examination is usually held in late March or early April, and a mock exam will be also held for the students to practice. The schedule will be determined by RAD, and not under the control of Ballet Kukan Academy. Please understand that the regular classes may be canceled on the mock exam and the exam day depending on the schedule. Some students may be asked to make up the classes for those days. However, this make up will be scheduled without expiration until the end of the year program to make sure all the students who will need one will not miss it. No refund, credit or prorate will be arranged.

<Ballet Kukan Dance Project>

"Ballet Kukan Dance Project" is our proud teams who are selected by the audition. They will be eligible to participate in the competition, events, and any opportunity for them to try out their abilities. They may have more positions to dance in the recital as well. The members must take the audition to remain their status each year. The audition is open for all students who are 9 years old and older. To maintain their level of technique, the team member is required to take twice a week of ballet lesson as minimum training. If the member would take another dance forms than ballet to enhance their ability, that will be the best, but it is not a requirement. Their consistent attendance are required to any lessons and rehearsals.

<Recital>

Ballet Kukan Academy holds an annual recital. **It is mandatory except Ballet Intro & Pre Primary level. It is also an option for the first year students.** It is important for all the students to learn the concept of choreography, which brings them all around physical training, musical awareness, spatial orientation, etc. It will also develop their confidence and social skills rapidly by working with others towards one goal. Working on choreographed dance is completely different experience for the students than regular classes. All students deserve this opportunity. If any situation rises, please contact us immediately.

All the students will practice the recital dances within the regular class schedule. Once the recital dances start, the students' attendance must be consistent to understand all the process of dance and relationship with others. No level change or class change will occur until the recital will end.

There will be 2 mandatory rehearsals at the studio before the actual show date for all the participants to understand how the show will run. We will practice the Finale, which involves all the participants that the students must be present at least one of the two rehearsals.

***Schedule of the recital 2018: December 2, 2018 (Sunday) @San Gabriel Mission Playhouse**
Mark your calendar!! Please open this day completely. The recital is a whole day event.

**Mandatory rehearsals and the recital day will be counted as one of the lesson days. If the schedule fall into the same day as your child(ren) regularly attend, please understand that no make ups will be necessary.

**If your child(ren) will not be in the recital, and it falls into the same day as their regular lesson day, they can make up the class without the expiration. Please make up a class by the end of the year program. No refund, credit or prorate will be arranged.

<Holidays and Breaks>

Ballet Kukan Academy observes the holidays as Summer Break, Thanksgiving Break, Winter Break, and Spring Break. These holidays are not charged that you do not have to make up the classes. No One Day holiday will occur such as Labor day or Memorial day.

<Help Ballet Kukan Academy>

Ballet Kukan Academy always have projects to make the facility to be better and more comfortable for the parents and the students. Also, all the Ballet Kukan Dance Project production are Non-Profit event. Any of your donation, purchasing T-shirt, Jackets, Calendar will help these project. Your help will be greatly appreciated.