

Monthly Information #6 December

Session Dates: 12/3 – 12/22, 2018

1. Tuition Due *Please make your payment by December 15th

November tuition is now due. **This tuition will cover 3 weeks and the charge is for 3 weeks only.** Please make a payment by **Saturday, November 15th.**

The tuition due is set as 15th of the month. If your credit card information is in your portal, your card will be charged on 16th without a late fee (if you have not paid). If credit card information is not in the portal, the late fee will be charged on 16th (NO EXCEPTION). If we won't be able to process the payment through the system with any reason, a late fee will be charged and will be notified to you.

1-1. Payment Policy— IMPORTANT!

Please check the payment policy. If any arrangement will be needed for the tuition payment, please make sure to contact the office **ahead of time.** Afterwards arrangement is not allowed. Even if your child is absent for the whole month, if your notification was not submitted to us, your monthly tuition will be charged, and no refund may be issued.

It is parent's responsibility to notify us your schedule and changes. We cannot assume anything about your schedule change, and adjust it for you afterwards.

****Parent's Portal, Credit Card Input Information is stated at the end of this information. If you are not familiar with this system, please check it to make sure your account is current.**

2. Make ups till Feb. 2nd, 2019

If you would have any absences during December session, please make up the classes by Saturday, February 2nd, 2019. No make up portion should be carried on after this date.

If your child was not in the recital, and your class was canceled for the mandatory rehearsals, please make up by the end of the year program, June 30th, 2019.

No make up will be needed for the recital participants. If your child didn't attend the mandatory rehearsal, unfortunately, I cannot allow the make up for this portion since it was a mandatory.

2-1. Make up class Appointment requirement

It is required to contact us to schedule the make up class. This way, we can suggest the best options for your child, and all the teachers will be notified in advance. Please understand that if you just show up, you may be asked to reschedule due to the fullness of the class.

3. Winter Break 12/23, 2018 - 1/6, 2019 Closed

Ballet Kukan will be closed for Winter Break. This portion was not charged that you do not have to make up the classes.



3-1. Winter Wish Note

If you are generously considering any winter gift for me, I would like to ask you to convert to any kind of contribution towards Ballet Kukan Academy.

I have enough for myself, and no need to have more. Ballet Kukan always need improvements. The recital production and any other activities take extreme number of fees.

Your contribution towards Ballet Kukan Academy will reflect to any kind of activity or production which will bring it back to you afterwards in a different shape. It may become more comfort towards the facility. It may become more elaborate production in the recital.

Although Ballet Kukan has been growing, the expense that Ballet Kukan has to face is always over the budget. So, any contribution from each one of you will be greatly appreciated.



4. Level Promotion Starts January, 2019

It is Ballet Kukan's Level Promotion time!!

All teachers will take this month to evaluate each student and see who is more likely to move up at this point. Please see below for the clarifications of this level promotion.

Ballet:

Primary- Adv. 2 will remain the level due to the upcoming Exam in April.

Ballet Intro - Pre Primary: We will consider the level promotion with all the detail information such as; Age, Current Physical Attributes, Emotional Stage, etc. If your child has been in our program less than 1 year, please understand the promotion will most likely not to happen. All students should be in the same level for a good amount of time to be able to move up.

Contemporary/ Jazz/Hip Hop/Tap/

All will be notified accordingly. I will discuss with the teacher and define the level of each student.

However, due to the number of the students in the level and the length of the program, the promotion may happen with a different shape.

*The promotion will be effective from January Session.

5. RAD Examination Explanation/Meeting 12/10- 12/15, 2018

Ballet Classes Primary and above only

Ballet Kukan's system is under Royal Academy of Dance from England. RAD Examination will be held in April. The information of the schedule will be sent out separately.

I would like to have 20 minutes of each Primary and Grade 1 Class to have this meeting. Parents, Please be present. I will have this time at the end of each class.

Grade 2 and above: If you are new to this system, I will schedule certain time that please come to those meeting time.

If you are already aware of the system, please just check the information.

Requirements for the On-Line System (Parent's Portal/CC input)

• On-line Portal Information Input

You can check your account in Parent's Portal. It is **required** for you to be able to access to your account. If you have not made the access yet, please go through as below.

On-line Parents Portal "How to Access":

1. Go to this link below. All **MUST** sign in to this link to see all information. (You can also find this link in Ballet Kukan's website <https://www.balletkukan.com/news---information.html>)

<https://app.thestudiodirector.com/balletkukan/portal.sd>

2. **"LOG-IN"** with the email address you provided to us. Click **"Forgot Password"**. They will send you a page which you can create your own password. ***DO NOT register as new. All your info is already in that you will create two same people.**

3. **Please check your family information.** Please update your information if needed.

*P.O. Box cannot be accepted as address. If you would like us to mail to P.O. Box, please provide it in "Address 2"

4. **Please check registered class schedule and account.** If the schedule is not correct, please notify us. You should see the payments record updated. If anything is not correct or clear to you, please contact the office.

- **On-line system on Ballet Kukan Website**
: Now you can go to the portal with ONE CLICK!!!

Now, you can find the link to your portal in Ballet Kukan's website (<https://www.balletkukan.com/news---information.html>) !! Go to "News and Information" Page. You will find the **PURPLE** button which leads you to go to your portal.

If you forgot to bookmark the link for the portal, just go to Ballet Kukan's website, and **CLICK!**

- **Credit Card information input- Requirement**

It is a **policy and requirement** for each parent to input the credit card information in their portal. This way, you can avoid the late fee in any situation. Please see below.

Security: This is like PayPal system. Ballet Kukan **DOES NOT** store your CC info that Administration side **CANNOT** see your credit card information.

Payment preference and Merit: You can keep your way of payment you prefer, and this will not force you to do the credit card payment. However, the system will automatically charge your card **ONLY IF** the payment will not be done by the due date. This way, the system will also protect you from being charged a late fee. If any chance that you will be charged incorrectly, please notify us. We will check and refund it to you.

How to input the information: It is easy. Follow the process below.

1. Go to your portal. (There's link in BKA website "Info" page)
2. Under "My Account" tab, click "Edit Payment Info On-file"
3. Click "Enter a New Payment Method"
4. Fill the info, click Next
5. Fill the credit card info, click OK
6. In next screen, click "Save"

*On-line payment incurs 2.75% process fee.

