

TBT TEXAS BALLET THEATER SCHOOL

School Year Registration Instructions

(Registration opens April 10, 2017)

NEW Students:

(Students that were NOT enrolled in Texas Ballet Theater for Summer 2016 or 2017 or School Year 2016-17)

Complete your Registration Form at: <https://app.jackrabbitclass.com/regv2.asp?id=523397>

-After filling out the Contact & Student Information, click the blue "Select Class" button for each student.

-Click on the blue magnifying glass button to filter your search. Select "2017-18 School Year" as the Session.

-Select the class(es) you wish to enroll in.

Payment Instructions: Enter in your credit card information.

-This credit card will be charged for the \$50 Registration Fee when the office processes your registration (please allow up to one week).

-Select "Yes" or "No" on the drop-down for "Automatically charge CC on due date(s)?"

-This informs us if you wish to have your credit card charged on the first of the month for tuition payments.

-If you select "No" you will be responsible for paying by check or credit card on the first of the month. Unpaid accounts will incur a \$10 Late Fee on the seventh of the month.

- However, the credit card provided will be charged on the 15th of the month for any unpaid tuition balances (including \$10 Late Fee).

-Select "Monthly", "Semester", or "Annual" payment plan

-See Tuition Information Sheet for payment plan information and pricing.

You will receive an email confirmation of your enrollment followed by a payment confirmation once we process your payment.

Be on the lookout for important information and reminders via EMAIL as the School Year approaches.

As always, if you need any assistance with registration please kindly call our staff!

(See next page for RETURNING Student Instructions)

Returning Students:

(Students that were enrolled in Texas Ballet Theater for Summer 2016, Summer 2017 and/or School Year 2016-17)

1. Log in to the Jackrabbit Parent Portal at:

<https://app.jackrabbitclass.com/portal/ppLogin.asp?id=523397>

- a. If you do not know your login information, click “forgot your password or need to get started?” and enter the primary email address used for your registration. A password will be emailed to you. Log in to the Parent Portal using this password.

2. IMPORTANT: Update your payment preferences on the “My Account” tab.

-The Primary Credit Card will be charged for the \$50 Registration Fee when the office processes your registration (please allow up to one week).

-Select “Yes” or “No” on the drop-down for “Automatically charge CC on due date(s)”

-This informs us if you wish to have your credit card charged on the first of the month for tuition payments.

-If you select “No” you will be responsible for paying by check or credit card on the first of the month. Unpaid accounts will incur a \$10 Late Fee on the seventh of the month.

-However, the credit card provided will be charged on the 15th of the month for any unpaid tuition balances.

-Select “Monthly”, “Semester”, or “Annual” payment plan

-See Tuition Information Sheet for payment plan information and pricing.

3. Verify and update student and parent information on your account on the “My Students” and “My Contacts” tabs.

4. Click on the “Enroll” tab at the top.

- a. If you do not already have a credit card on file, you will be prompted to add one (See #2 above.)
- b. Select the “Session” as “2017-18 School Year”
- c. Click the class you wish to enroll for.
- d. In the Enrollment popup, check the student you wish to enroll.
- e. If prompted, check the boxes to agree to the policies and waivers.

5. You will receive an email confirmation of your enrollment followed by a payment confirmation once we process your payment.

6. Be on the lookout for important information and reminders via EMAIL as the School Year approaches!

As always, if you need any assistance with registration please kindly call our staff!