



670 N. Coit Rd. Ste. 2379
Richardson, TX 75080

REGISTRATION AND TUITION INFORMATION

NEW STUDENTS:

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

Complete your Registration Form at: <https://app.jackrabbitclass.com/reg.asp?id=526622&hc=2>

- New students ages 7+ please contact the School Administrator:
Yvonne@texasballet.org for class placement instructions. Younger students may proceed with class enrollment by age.

-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.

Note that Levels I and up have mandatory enrollment on multiple days of the week. You will need to select each class and enroll in each class time that has been recommended to you for ballet. Jazz, lyrical, tap, etc. are optional to enroll in.

Payment Instructions: Enter in your credit card information.

-This credit card will be charged for the above 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. The first month's tuition will be charged on August 21 which is our first day of classes. Your next scheduled tuition payment will be Oct 1 etc.

-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.

- **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 email yvonne@texasballet.org or call 214-377-8576.

RETURNING STUDENTS:

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

1. Log in to the Jackrabbit Parent Portal at: <https://app.jackrabbitclass.com/reg.asp?id=526622&hc=2>

-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 Registration Fee (\$40 before June 30th or \$65 after July 1) 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. (The first month’s tuition will be charged on August 21, which is our first day of classes. Your next monthly tuition payment will be October 1, etc.)

-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.

-IMPORTANT: Select “Monthly”, “Semester”, or “Annual” payment plan. Please update the payment schedule you would like. If you do not update the payment plan it will default to the payment plan that you selected for the prior year.

-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

b. Select the “Session” as “2017-18 School Year”

c. Click the classes you wish to enroll for.

-Current TBTS students will use their 2017-2018 Class placement letters as a reference when enrolling in their assigned classes.

Note that Levels I and up have mandatory enrollment on multiple days of the week. You will need to enroll in each class that has been recommended to you for ballet. Jazz, lyrical, tap, etc. are optional to enroll in.

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 or have any questions on tuition and policies please email yvonne@texasballet.org or call 214-377-8576.

TUITION AND PAYMENT POLICIES

- **Registration Fee is \$40 per student before June 30 and \$65 after July 1.**
Registration Fee is due at the time of enrollment. This fee is NON-REFUNDABLE and must be received in order to hold your student's spot. Online registrations are NOT complete until payment is processed.
- **After you enroll, your tuition rate will post on your account with all applicable discounts. You can refer to the information and tuition schedule below on what your tuition will be.**
- **Payment Options:**
 - **Annual** - Due in one payment by August 21, 2017. *Includes 6% discount.*
 - **2 Semesters**- Due in two equal payments by August 21, 2017 and January 1, 2018. *Includes 3% discount.*
 - **9 Installments**-August 21, 2017 first monthly payment due. October 1, 2017 through May 1, 2018 monthly payments will be due on the 1st weekday of the month. The annual tuition for the total number of classes is divided into 9 equal payments. No discount is given for partial months.
 - **However, the credit card provided will be charged on the 15th of the month for any unpaid tuition balances.**
- **Family Discount:** Additional children in the same family will receive a 10% discount. For discount purposes, the student in the highest level class is considered "first student".
- **Payment Methods & Policies:**
 - Payments should be made by credit card or automatic credit card. **CASH IS NOT ACCEPTED.**
 - Parents are encouraged to make payments online through the **Parent Portal.**
 - **LATE FEES:** Tuition is due on the first weekday of the month and considered late after the 7th of the month, at which point a \$10 Late Fee will be assessed.
 - **WITHDRAWALS:** In the event that a student withdraws during the year, parent/guardian is responsible for all payments until written notification is submitted. Past payments are still due and will not be refunded or prorated. Notice must be given prior to a new month or tuition will be due in full for that month. If a child must withdraw due to prolonged illness or injury, paid tuition may be credited to a future enrollment if proper medical documentation is provided.
 - **NO REFUND POLICY:** TBTS will not refund tuition payments or fees for any reason. The no refund policy applies to all programs and tuition plans such as monthly, semester and annual tuitions. Refunds will not be given for missed or cancelled classes.
- **SPRING PERFORMANCES:**
 - May 2018 – Junior Performance for students in Creative Ballet-Level 3
 - May 25, 2018 - Main Spring Performance for Level 3-Pre Professional Division students
 - By enrolling for the school year, you are committing to the Spring Performances. If for whatever reason your child is unable to participate, you will need to notify the School Administrator in writing of the conflict by October 1, 2017.
 - October 9, 2018 - Spring Performance Fees are due. \$75 per student or \$125 per family will be automatically charged to your primary card on file.
 - November 13, 2018 - Costume fees are due. \$40 per costume will be automatically charged to your primary card on file.

TUITION – TBTS DALLAS 2017-2018

<u>Lower School Levels First Steps</u>	<u>Annual Payment</u>	<u>9 Installments</u>	<u>Fall Semester</u>	<u>Spring Semester</u>
Creative Ballet 1 (Age 3)	\$550	\$65	\$284	\$284
Creative Ballet 2 (Age 4)	\$592	\$70	\$306	\$306
Level A1 (Age 5)	\$592	\$70	\$306	\$306
Tap-Combo (with Creative Ballet 2 or A1)	\$804	\$95	\$415	\$415

**Grade School
Levels A2-Level 6
& Teen/Adult**

1 Class/Week	\$635	\$75	\$328	\$328
2 Classes/Week	\$1049	\$124	\$541	\$541
3 Classes/Week	\$1455	\$172	\$751	\$751
4 Classes/Week	\$1810	\$214	\$934	\$934
5 Classes/Week	\$2098	\$248	\$1083	\$1083
6 Classes/Week	\$2318	\$274	\$1196	\$1196
UNLIMITED	\$2538	\$300	\$1310	\$1310

<u>PRE- PROFESSIONAL</u>	<u>Annual Payment</u>	<u>9 Installments</u>	<u>Fall Semester</u>	<u>Spring Semester</u>
1 Class/Week	\$973	\$115	\$502	\$502
2 Classes/Week	\$1777	\$210	\$917	\$917
3 Classes/Week	\$2115	\$250	\$1091	\$1091
4 Classes/Week	\$2276	\$269	\$1174	\$1174
5 Classes/Week	\$2496	\$295	\$1288	\$1288
6 Classes/Week	\$2707	\$315	\$1375	\$1375
UNLIMITED	\$2,792	\$330	\$1440	\$1440

Please contact School Administrator for any questions on tuition or policies at Yvonne@texasballet.org