

# TBT TEXAS BALLET THEATER SCHOOL

## Summer Program Registration Instructions

### **NEW Students:**

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

#### **I. 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.
- Click on the blue magnifying glass button to filter your search. Select “2017 Summer” as the Session.
- Select the program(s) you wish to enroll in. Programs are categorized by Program Type and Month (June Only, July Only, or June and July).

**Ballet Basics and Young Dancer Intensive:** Your full tuition will be charged to the credit card you provide (please allow up to one week).

**Junior Intensive:** Your \$150 Deposit will be charged to the credit card you provide (please allow up to one week) and the remaining balance will be posted to your Parent Portal account.

The remaining balance for Junior Intensive is due May 1. You may log in to your account to make a payment or submit a check BEFORE April 30. **All balances unpaid by May 1 will be automatically charged to your credit card on file.**

2. **You will receive an email confirmation of your enrollment followed by a payment confirmation once we process your payment.**
3. **Be on the lookout for important information and reminders via EMAIL as the program approaches!**

***(See next page for RETURNING Student Instructions)***

## Returning Students:

(Students that were enrolled in Texas Ballet Theater for Summer 2016 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. **Verify and update student and parent information on your account as needed on the “My Students” and “My Contacts” tabs.**
3. **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 #4 below.)
  - b. Select the “Session” as “2017 Summer”
  - c. Click the program you wish to enroll for.
  - d. In the Enrollment popup, check the student you wish to enroll.
    - i. If you do not wish to pay with your Primary Credit Card on file, make a note in the “Comment” section (see below for payment policies for each program)
  - e. If prompted, check the boxes to agree to the policies and waivers.
4. **If you wish to change your Primary Card, you may do so on the “My Account” page under “Credit Card Information”**
  - a. Note that this will become your Primary Card for future payments including School Year tuition.
  - b. See below for payment policies for each program.
5. **You will receive an email confirmation of your enrollment followed by a payment confirmation once we process your payment.**

## Payment Policies and Instructions:

**Ballet Basics and Young Dancer Intensive:** Your full tuition will be charged to your Primary Card on File (please allow up to one week). If you wish to use another method of payment, you must make a note on the enrollment pop-up in the “Notes” section.

**Junior Intensive:** Your \$150 Deposit will be charged to your Primary Card on File (please allow up to one week) and the remaining balance will be posted to your account. If you wish to use another method of payment for the deposit, you must make a note on the enrollment pop-up in the “Notes” section.

The remaining balance for Junior Intensive is due May 1. You may log in to your account to make a payment or submit a check BEFORE April 30. **All balances unpaid by May 1 will be automatically charged to your credit card on file.**