Registration Information and Policies

**Dress Code (Core and Young Children programs only)**
- All students are required to wear the mandatory uniform for each class and level including appropriate hair style.

**Payment method options:**
1. Check/Cash/Money Order made payable to *Festival Ballet Providence* prior to the start of each session. You will incur a $30 fee for any check deposited with insufficient funds.
2. Payment Plan Option: The Automatic Credit/Debit Card Payment Plan can be established and authorized through the FBP School.
   Automatic Credit/Debit Card Withdrawal payment plans are as follows:
   - One payment per twelve-week session. 
     Full payment due one week prior to the start of each session.
   - Two payments per twelve-week session.
     Payment 1 is due one week prior to the start of each session.
     Payment 2 is due on the fifth week of each subsequent session.

**Payment Policies:**
- The $50 Registration Fee is non-refundable and is due with the first session payment.
- Full tuition must be received one week prior to the start of each session or a payment plan must be established. *All late tuition payments will be charged 5% of the session tuition.*
- Students will not be allowed into class if accounts are not paid in full or if an Automatic Credit/Debit Card payment plan has not been established.

**Class Change Policies:**
- All class changes must be made within the first week of each session and must be submitted to the Front Desk on an Add/Drop form.

**Withdrawal Policies:**
- Registration fees are non-refundable regardless of withdrawal circumstances.
- Withdrawals - If a student withdraws within the first week of the session, 92% of the tuition will be refunded. If a student withdraws within the second week of the session, 75% of the tuition will be refunded. If a student withdraws within the third week of the session, 50% of the tuition will be refunded. No refund or credit will be issued after the third week of the session. Withdrawal and refund requests must be dated and submitted in writing for a refund to apply. Refunds require 30 to 40 days to process.
- Medical Withdrawals – Withdrawals during any session due to medical reasons may constitute a refund or credit. Notification of withdrawal must be done in writing accompanied by documentation in the form of a letter from the attending physician outlining the medical reason(s) for the withdrawal. The School Director must receive all documents within 7 days of the injury. FBP has the right to request medical confirmation from our medical consultants regarding said injury. Refund decisions are made on a case by case basis.
- Non-Continuing: Students not returning to our program after completing a full session must submit a Add/Drop form otherwise, an invoice will be sent for the upcoming session.

**Agreement Statement:**
I have read and accept all the above payment and withdrawal policies.

__________________________________________________________________________       _____/_____/_____  
Signature                                      Date