

~~~ SBC POLICIES ~~~

**METHODS OF PAYMENT**

For your convenience, SBC offers three methods of payment for classes: annual tuition, class cards and a single class fee.

ANNUAL TUITION, for your convenience and greatest discount, can be paid in **monthly, quarterly, semester** and **full year** payment plans.

**Monthly installments** are an amortization over a 10 month period and, because of this, tuition remains the same each and every month. This is important to remember as the class schedule varies from month to month due to holidays and school closings. The number of classes scheduled for any given month does not affect the payment due.

Payment due dates are posted on the SBC calendar and on the tuition fee schedule.

Tuition fees are calculated according to the total number of classes taken per week, per family (parents and dependent children). In the case of cancellation due to snow or other unexpected circumstances, students are encouraged to "make up" their missed lesson in an alternate class suggested by their teacher. This option is also available if students miss classes due to illness, etc.; classes should be made up within 30 days.

**CREDIT OR REFUND CANNOT BE EXTENDED FOR MISSED CLASSES**

An alternate method of payment is the SBC CLASS CARD. This enables the student to purchase a block of 8 or 16 classes which can be taken in any combination by members of the same family. Cards are convenient for people with a very tight schedule who would find it difficult to make up classes.

THE SINGLE CLASS FEE may be used to take additional classes, and is available to "drop in" students, guests, and to those unable to commit to other forms of payment.



~~~ SBC POLICIES ~~~

- **** TUITION IS NOT REFUNDABLE!
- **** MONTHLY INSTALLMENTS MAY NOT BE ALTERNATED WITH SINGLE CLASS FEES
- **** A \$10 LATE FEE WILL BE APPLIED TO ALL ACCOUNTS 30 DAYS PAST DUE, AND FOR EACH 30 DAY PERIOD THEREAFTER.
- **** THERE WILL BE A \$25 CHARGE FOR ALL RETURNED CHECKS.

WORKSHOPS

Classes offered as workshops have a separate fee schedule. Registration fees are included in the cost of the workshop.

OTHER FEES

ANNUAL REGISTRATION FEE applies to every student enrolled in the school, and should accompany the first tuition payment.

LATE PAYMENT AND BILLING FEE: Tuition payments are expected to be made in a timely fashion. BALANCES PAST DUE OVER 30 DAYS WILL RECEIVE A \$10.00 LATE FEE FOR EACH 30 DAY PERIOD THEY ARE LATE.

COSTUME FEE: There will be a recital fee due in January for all students wishing to participate in the June recital. Discounts apply for students taking multiple classes and families with multiple students.

CANCELLATION OF CLASSES

Please make sure that we have a current daytime phone number; should an emergency require last minute cancellation of classes, you will be notified by phone.

Cancellation due to snow will be posted at cancellations.com and be announced on the school voicemail 2 hours before classes are scheduled to begin. **Make sure you have an SBC calendar for a listing of scheduled closings.**

PLEASE LABEL ALL CLOTHING AND SHOES !!! Also, tie drawstrings on ballet slippers in a DOUBLE BOW, or double knot them and cut off the ends. It takes up valuable class time when drawstrings need to be retied during class.

COMMUNICATION AND INFORMATION

SBC PHONE/VOICEMAIL: 845-246-4316
SBC WEBSITE: www.saugertiesballet.com
CONTACT E-MAIL: sbc@saugertiesballet.com
Like us on facebook!

Printable PDFs of school policies, closings, SBC calendar, schedule, registration form and other important information can be found on the PDF page at saugertiesballet.com.

Important informational newsletter, notices and reminders will be sent via e-mail. Please make sure you supply a current e-mail address that you check regularly to keep you up to date and informed about school events.



Scarlett Fiero, director/instructor
Judith Ore, instructor



Sara Miot, instructor
Julie Manna, instructor



Justine Maletta Instructor
Celeste Graves-Hoyal instructor
Sharon Penz instructor

REGISTRATION AND PAYMENT

Please mail the enclosed registration form with your first tuition payment by September 1.

This will guarantee placement in your or your child's class(es) and is the only way class size can be controlled. If it is impossible for you to mail payment by September 1, PLEASE CALL THE STUDIO to make other arrangements. If you have not contacted the school by September 1, your place cannot be guaranteed.

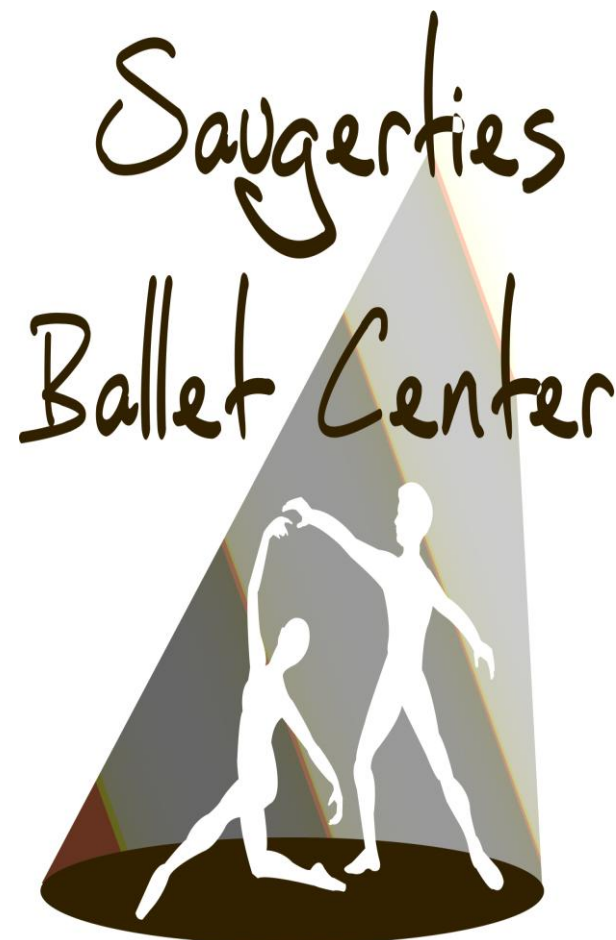
DO NOT JUST SHOW UP FOR CLASS WITHOUT NOTIFYING THE SCHOOL IN ADVANCE!!!

DRESS CODES WILL BE STRICTLY ENFORCED!

Please be sure to check for the dress code required for your child's class. The chart is included in this brochure and can be found on the SBC web site. Remember, no tutus, shorts or aerobic style leotards for ballet. If you have a problem finding anything, don't hesitate to call the school for assistance, or contact First Street Dancewear at 247-4517.

Please put your child's name in all clothing and dance shoes and check the Lost & Found Basket in the dressing room periodically for lost articles, etc .

~~~~~  
*PLEASE MAKE SURE YOU SUPPLY A CURRENT E-MAIL ADDRESS THAT YOU CHECK REGULARLY TO RECEIVE SBC NOTICES AND ANNOUNCEMENTS.*



10 First Street  
Saugerties, NY 12477  
845-246-4316  
[www.saugertiesballet.com](http://www.saugertiesballet.com)