



Policy 2011-2012 school year

Registering

To register for classes parents must schedule a 10 minute appointment with the school director and fill out the enrollment and emergency forms. The cost of the first sample class if not enrolling is \$15.

When registering for a class in the middle of the school month, the first month's fee for that class will be prorated. Non-refundable enrollment fee for new students or if enrolling after the beginning of the 1st semester is \$50.

Payments and Late Fees

The school year is divided into 2 semesters: 9/6/2011 – 1/31/2012 and 2/1/2012 – 6/16/2012

All students are considered enrolled for the two semesters. **To withdraw from the second semester, a one-month e-mail notice must be received by Jan 1st.**

Payments for each semester can be made in 1 or 5 installments

All payments must be received before the 1st day of the due month.

If paying after the 1st day of the month, a \$1.00 late fee will be assessed for each day that you are late.

All billing questions must be resolved through email: info@youthtalentschool.org

Youth Talent School reserves the right to send unpaid balances to a collection agency.

Refunds

Group, tutoring classes and full-time students

Refunds for the first semester:

When trying a new class, a prorated tuition can be refunded during the first month of classes

100% of the semester tuition is refunded before the start of class

75% of the semester tuition is refunded if withdrawing **before the third week**

50% of the semester tuition is refunded if withdrawing **before the fourth week**

No refunds if withdrawing **after the fourth week**

The second semester tuition first payment is due Jan 5th. Late-fees apply if the payment is not received by Jan 5th.

No refunds for the second semester after Jan 1st. If a withdrawal notice is not received by Jan 1st you are responsible for the second semester tuition.

Private and Semi-private classes

A one-month advance email notice is required. Checks for unused classes will be refunded. No refunds without the one-month email notice.

School Closings

There will be no classes on the following dates: 11/23/2011 - 11/27/2011; 12/24/2011 – 1/2/2012;

02/20/2012 - 02/26/2012; 04/16/2012 – 04/22/2012; 05/28/2012. Last day of classes – 06/16/2012.

We will try to remain open during snow emergencies, but we reserve the right to cancel classes during snow emergencies. Classes canceled due to snow or other emergency are non-refundable.

Teacher Substitution

Youth Talent School reserves the right to substitute any teacher.

If a teacher is unable to teach a class, Youth Talent School will try to find a substitute teacher, but if a substitute teacher cannot be found, then that class will be held on a different date, to be decided by the teacher.

Price/Schedule Changes

Youth Talent School reserves the right to change class schedule and pricing without notice.

Student Termination

Youth Talent School reserves the right to suspend a student from one or more classes for reasons including but not limited to: improper behavior, property damage, bodily damage to others and non-payment.

Children are required to come dressed according to class requirements. Children will not be allowed to attend classes without the required uniforms. Children must also bring all of the required class supplies. The list of class requirements is posted on our website.

Children cannot be left unattended in the hallways or on our parking lot, therefore parents will be charged for picking up their child late: \$5 for the first 5 minutes, \$15 for the first 10 minutes, and \$25/h thereafter.