

**PLEASE BE SURE TO READ THE FOLLOWING INFORMATION VERY CAREFULLY.**

In order to enroll in classes at MHSB starting in September 2011, children must turn three years old by December 31<sup>st</sup>, 2011.

MHSB reserves the right to decline the re-enrollment of students with outstanding balances from previous years.

You will not be completely registered, with a secured place in a class until we have received full payment, or four postdated cheques, or an authorization form for Visa or Mastercard payments for all payment dates. You cannot pay by a different method each payment date.

No one is permitted to “freeze” enrollment. Enrollment is for a full-year program; therefore, classes and payment may not be interrupted.

In the event of a returned cheque or declined credit card, for any reason, you will be charged an administrative fee of \$25. If we do not receive a payment to cover the full outstanding amount within seven days, your child will not be permitted to attend class until the account has been settled.

**It is your responsibility to provide us with new information regarding a stolen credit card, replacement credit card, insufficient funds, or an expiry date change. This new information must be provided at least five days prior to the next payment date or a \$25 fee will apply.**

For students to be considered for the “A” stream in jazz, they MUST be taking ballet at MHSB. If they withdraw from ballet mid-year, they may be moved out of the “A” stream in Jazz. As well, it does not necessarily follow that if a child takes ballet they are automatically recommended for the “A” stream in jazz – this is just one consideration.

**A specific uniform is required for each dance form including hip hop -- please refer to the MHSB handbook for details. Jewelry is not permitted to be worn in class. Please keep all valuables at home as MHSB is not responsible for any lost or stolen items.**

If your child is selected and agrees to participate in a ballet exam, there will be additional costs to cover extra classes and exam fees.

Parents or guardians of students enrolled in all levels (with the exception of the *junior school*) will need to purchase tickets to attend their child’s end-of-year recital.

Parents or guardians of students in higher dance levels should be aware that there may be extra costs related to the end-of-year recital (for example: character shoes, specific tights, etc.).

If your child is enrolled in more than one dance form, it is likely that you will need to attend more than one end-of-year recital. Most classes, especially those in the *senior school*, do perform in multiple shows. **Although we try our best, MHSB cannot guarantee that siblings or friends will perform in the same end-of-year recital.**

Parents of middle school students should be aware that because of the size of the stage and the seating capacity at the theatre, classes with ten or more students may be divided into **two separate performing groups**. Each of the new performing groups will perform in different shows. **If your child needs to perform in the same show as one of their friends or someone in your carpool, you will need to inform the office of this in writing by February 1<sup>st</sup>, 2012.**

Parents of *senior school* students should be aware that some class levels may need to be divided into **new show groups** for the end-of-year recitals. These new groups may need to rehearse on different days of the week and/or in a different location than their regularly scheduled class. Each student’s circumstances are considered individually before they are placed in a particular group; therefore, students may also be placed in a *new show group* that does not include all of the students from their original class(es). **If your child needs to perform in the same show as one of their friends or someone in your carpool, you will need to inform the office of this in writing by February 1<sup>st</sup>, 2012.**

After February 1<sup>st</sup>, 2011, students who miss three or more classes/rehearsals without written consent from Martha Hicks may lose their opportunity to perform in the year end recitals.

To be more environmentally friendly MHSB has phased out paper mailouts in favour of electronic mailouts via email. To ensure that you receive all future studio correspondence, we kindly request that you submit your email address if you haven’t done so already, so that we can update your file. You may call the office at 416-484-4731 or you may submit your email address by email to our staff at [office@mhsb.ca](mailto:office@mhsb.ca). Please include your dancer’s last name and your family ID if you are going to provide your email address by email.

MHSB tries to observe as many religious holidays as possible; however, shows may fall on any day of the week, including Friday, Saturday, and Sunday. The information package that you will receive in mid-August includes the dates of the end-of-year recitals. **If you know you will not be able to participate in one or some of the shows, you will need to inform the office of this in writing by February 1<sup>st</sup>, 2012.** We do our very best to meet everyone's needs, but we unfortunately cannot guarantee that we will be able to accommodate all situations as organizing the shows is an extremely complicated process.

Refunds are not issued for missed classes. In the event of a missed class, students are encouraged to attend any of the other classes offered at the same level to do a make-up class.

If you decide that your child is not able to participate in the end-of-year recitals **for any reason** and you do not inform the office before April 1<sup>st</sup>, 2012, MHSB reserves the right to revoke pre-registration privileges for the following school year. If your child is not participating in the show, he or she may continue to attend classes until the last regularly scheduled class, but **may not attend any of the rehearsal classes**. No refunds will be issued.

In order to perform in an MHSB Company piece, company members must complete their corresponding dance form. For example, if a student is in the MHSB Junior Jazz Company, in order to perform in this piece they must be enrolled in a jazz class at MHSB and must complete the full dance season in that dance form.

MHSB does not give out staff phone numbers. If you need to speak to an instructor, please call the studio and we will be happy to pass your contact numbers on to them.

MHSB does not for any reason pass out class lists or provide information about any of our students.

MHSB reserves the right to cancel any class that has an enrollment of eight or fewer students.

## WITHDRAWAL POLICY 2011 - 2012

**If a student chooses to withdraw from a class after we have received and processed your registration and payment, you must follow our withdrawal procedures and pay a \$25 cancellation fee.** Once we have verified your cancellation and processed your cancellation payment your withdrawal will be complete. We will process your cancellation within 3 weeks and you will be contacted once the process has been completed. **This cancellation process must be done at least five (5) business days before the next payment date.**

**The \$75 + HST registration fee (included in the class fees) is completely non-refundable.**

Unless you notify us of your intent to withdraw at least 5 business days prior to the next payment date and pay the \$25 *cancellation fee*, your credit card will be charged or your postdated cheque(s) will be cashed. We do keep attendance records for all of our students; however, it is not a monitoring system and it is your responsibility to contact the school if it is your intention to withdraw.

If you withdraw at least five business days before October 17<sup>th</sup>, 2011 (i.e. by October 11<sup>th</sup>, 2011) fees will be prorated to the date that you applied to withdraw and a refund will be provided by mail or refunded directly back onto your credit card.

If you withdraw after October 11<sup>th</sup>, 2011, and we **did not** receive *an application to withdraw and the fee* five business days prior to the October 17<sup>th</sup>, 2011 payment date, this payment will be processed and is **not refundable**; however, we will return your December 1<sup>st</sup> 2011, February 1<sup>st</sup> 2012, and March 1<sup>st</sup> 2012 payments. The same procedure applies to the December 1<sup>st</sup> 2011, February 1<sup>st</sup> 2012, and March 1<sup>st</sup> 2012 payment dates. If you withdraw after March 1<sup>st</sup>, 2012, none of the fees paid are refundable.

If you withdraw after October 11<sup>th</sup>, 2011, and **you have filled out a cancellation form and paid the cancellation fee five business days prior to the next payment date** (December 1<sup>st</sup> 2011, February 1<sup>st</sup> 2012, and March 1<sup>st</sup> 2012) we will return any postdated cheques or cancel any credit card authorization.

If you paid for the year in one complete payment, on or before June 30<sup>th</sup>, 2011, and received our 5% early payment discount, all of the above policies apply in regards to withdrawal dates. In all cases, your refund will be based on the full class fees.

After October 11<sup>th</sup>, 2011 no prorated refunds will be issued, except for withdrawals due to injury. If your child needs to be withdrawn from a program because of an injury, please provide the school with a doctor's note so that we may issue an appropriate prorated refund.

In the event of withdrawal, when it is too late to receive a refund, the unused fees are not transferable to another child.

If you choose to switch classes after October 11<sup>th</sup>, 2011, a \$15 administrative fee will be charged per class changed.

In order to be completely registered at MHSB, you must check the box on your online or paper registration form, indicating that you have read, understood, and agree to terms and conditions as outlined in the 2011-2012 Fee Schedule, the Studio Policy, and Withdrawal Policy.