

## Withdrawals

**Please be aware when registering for Pre-Ballet through Level 7 that it is for the full school year: Fall and Spring semesters. Tuition is non-refundable.**

**When withdrawing a student the following apply:**

- Parent/Guardian must officially withdraw a student by written notice to Western Ballet at the email address: [info@westernballet.org](mailto:info@westernballet.org).
- Withdrawal requests may not be made by telephone.
- Failure to attend classes does not constitute official withdrawal.
- Notification to the instructor or Artistic Director does not constitute official withdrawal.
- Tuition will continue to accrue until written notice is received.
- Registration fees, participation fees and tuition deposits are non-refundable.
- Students who withdraw within 30 days of registration may be able to receive a tuition refund.
  - Parent/Guardian must officially withdraw the student by written notice
  - Should a refund be granted, the refund will be pro-rated from the **1<sup>st</sup> of the following month** after written notice was received.
  - Tuition refunds will not be held as credit or carried over to the next semester or school year.
- After 30 days from the date of registration, refunds for withdrawals are granted only for:
  - **Medical Reasons**
    - Parent/Guardian must officially withdraw the student by written notice, accompanied by a letter from the student's physician.
  - **Relocation**
    - Parent/Guardian must officially withdraw the student by written notice.

Should a refund be granted, the refund will be pro-rated from the **1<sup>st</sup> of the following month** after written notice was received.

- **After 30 days from the date of registration**, withdrawals for reasons other than those listed above will not be eligible for refund. Furthermore, tuition will continue to accrue and Parent/Guardian is responsible for continued payment until written notice is received.
- Refund processing takes approximately four weeks.