

# THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

## JUNIOR DIVISION

Withdrawal/Refund Policy

### SCHOOL YEAR PROGRAMS:

Enrollment in the Junior Division is a full year commitment. There is no reduction in cost for missed classes. Written notification to the Bursar is required for a child to withdraw from the program. (Notifying the instructor is not acceptable.) If the account is not up to date upon withdrawal, the bill payer is responsible for any outstanding balance. At the end of the term, all unpaid balances are sent to a collection agency.

After a withdrawal letter is received, tuition responsibility will be calculated according to the schedule below based on the annual tuition price, plus an administrative fee of \$50 and any non-refundable fees such as the \$65 Registration Fee. Discounts are not honored in the case of withdrawals.

If a refund is expected according to policy, please note the refund will be made in the same method as the original payment was received. Please allow 3-6 weeks for processing.

	% of Annual tuition <u>RETAINED</u> by The Ailey School	
<i>If the withdrawal letter is received:</i>		
Before the first class of the year.....	0%.	
During the 1 <sup>st</sup> week of the year .....	10%	
During the 2 <sup>nd</sup> week of the year.....	25%	
During the 3 <sup>rd</sup> week through the mid-year point.....	40%	
During the 4 <sup>th</sup> week through the mid-year point.....	50%	
During the first week past the mid-year point.....	60%	
During the second week past the mid-year point.....	70%	
During the third week past the mid-year point and thereafter.....	100%	
		mid-year date (usually in early January) is provided with refund policy during registration

**SCHOLARSHIP PROGRAM:** All scholarship payments are non-refundable.

### SUMMER PROGRAM \*

Written notification to the Bursar is required for a child to withdraw from the program. (Notifying the instructor is not acceptable.) Upon official withdrawal, or dismissal from the program as a result of a violation of The Ailey School Rules & Regulations, tuition for the semester in which the child has registered will be refunded according to the following schedule below. All Registration and Physical Therapy fees are Non-refundable.

<i>If the withdrawal occurs:</i>	<i>Percentage of tuition refunded</i>
Before the start of the program.....	100% (less \$300 deposit)
On the first day of the program or after – No Refund.....	0%

If a refund is due, please allow 3-6 weeks for processing.

**SCHOLARSHIP PROGRAM \*** All scholarship payments are non-refundable.