



# **Parent-Student Handbook**

## **2020-2021**

**The Rankin**  
**1004 Broadway, 2<sup>nd</sup> floor**  
**Columbus, GA. 31901**

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## ~Welcome:

The **CSU Youth Dance Conservatory (YDC)** is one of many programs offered under Continuing & Professional Education at The Rankin. The YDC partners with The Columbus Ballet to offer the best classical ballet training and performance opportunities to aspiring dancers in our community. An air of tradition and discipline fills an atmosphere of intense, yet fun learning from our youngest dancers to advanced levels. In addition, the Conservatory offers training in jazz, contemporary, modern, and stretch. Our advanced students have been accepted to many well-recognized summer intensive programs such as: Atlanta Ballet, Montgomery Ballet, American Ballet Theatre, Boston Ballet, Ballet Magnificat, Central Pennsylvania Youth Ballet, Joffrey Ballet, and Alvin Ailey (NYC), San Francisco Ballet, Kansas City Ballet, and many others.

## ~Mission:

Columbus State University's Youth Dance Conservatory exists to provide a space for classical ballet education in the Columbus, GA area. Using fundamental ballet technique as the core of our training, we strive to create a fun, challenging, and encouraging environment for our students that strengthens the body, sharpens the mind, and creates a lifelong passion for the art of ballet.

## ~Staff:

Susan Wirt (Executive Director: Columbus State University, Continuing & Professional Education)  
Bridget Adams (YDC Artistic Director)  
Laura Johnson (YDC Administrative Director)

## ~Instructors:

**Bridget Adams (Artistic Director):** Bridget began her dance training with Jackie O'Neal School of Dance in Birmingham, Alabama with a concentration in ballet, jazz, and acrobatics. After 10 years of training and assistant teaching, she began teaching at Nix Dance Studio in Auburn, Alabama. It was here that she realized her passion for teaching dance, especially the beautiful, classical art of ballet. After completing her degree in Fine Arts from Auburn University in 2004, she moved with her husband Steve to Columbus, Georgia and began teaching and furthering her classical ballet knowledge at CSU Youth Dance Conservatory. Bridget has enjoyed performing many classical roles with The Columbus Ballet, YDC's partner for classical performances. She has also been privileged to co-direct and direct many classical, modern, and original works with YDC and The Columbus Ballet over the past 14 years. Bridget is currently the Artistic Director of YDC as well as a seasonal artistic director for The Columbus Ballet. Above all this, the ability to share her passion for dance with young students of the Youth Dance Conservatory gives Bridget a joy beyond words.

**Laura Johnson (Administrative Director):** Laura received her early training at The Dance Factory under the instruction of Mrs. Susan Fisher. She continued her training at the University of Alabama in Tuscaloosa and received her B.A. in Dance and International Relations in 2001. Upon graduation, Laura attended the American Dance Festival in Durham, NC on a Young Artist Scholarship. She continued her

training while earning her M.A. in Performing Arts Management at American University in Washington, D.C. Since moving to Phenix City, Laura has served as a choreographer, administrator, and Associate Director for The Columbus Ballet on performances of *The Nutcracker* as well as on various Spring recitals. Laura has been teaching dance for 20 years and teaching at YDC since 2009.

**Randi Mallori Adkins-Warren, Esq.:** Randi began dance at 3 years old. She was the first and only African American to dance the leading role of Clara in the Middle Georgia Ballet's Nutcracker. She studied dance at University of South Carolina, North Carolina School of Arts, and Steps on Broadway. Randi graduated from Spelman College in 2007 with a Bachelor of Arts in Political Science and a Spanish Minor. While at Spelman, Randi continued to dance in Spelman's Dance Theater. In 2012, she obtained her Juris Doctor from Mercer's Walter F. George School of Law. Randi is currently Associate Counsel at Aflac, where she works on the Corporate Transactions Team. Randi drafts and negotiates domestic and international agreements. Randi is actively involved in drafting and revising policy language for Aflac's Accident, Life, Specified Health, Cancer, and Hospital Indemnity products sold worldwide. She also handles a robust claims litigation docket. Randi continues to be a servant leader through participating in impactful organizations that focus on empowering young ladies through mentorship and dance. Randi is a member of New Birth Outreach Church in Columbus, Georgia where she is the dance instructor for the Youth Dance Ministry.

**Shannon Bravo:** Shannon began taking ballet classes in New Jersey at age six and fell in love with dance. She trained at European Dance Academy, formerly Ballerina, for eleven years in various styles. Shannon attended high school at Morris County School of Technology as a dance major and theater minor. Throughout high school, she began teaching at local studios and worked with various choreographers and guest artists. After high school, she continued her education at County College of Morris and Nova Southeastern University as a dance major with business minors where she graduated in May 2013. After graduation, she began teaching in Miami Schools as a dance educator. She first covered a fellow dancer while she was on maternity leave at Mater Academy then ran a dance elective program at Youth Co Op Charter School for five years. The program in that time blossomed and became a big part of the school's STEAM initiative. She moved to Georgia with her husband and daughter in October of 2018 and is excited to begin teaching at CSU Youth Dance Conservatory!

**Kylie Casino:** Kylie is originally from Akron, Ohio, where she trained pre-professionally with Northeast Ohio Dance and the Dance Institute of The University of Akron. She continued her training with The University of Akron's dance department, where she had the opportunity to perform choreography by Paul Taylor, David Parsons, and Amy Miller. After graduating with her BA in Dance and dancing professionally for one year, Kylie realized she wished to continue her education as a teacher and choreographer. She went on to graduate with her MFA in Interdisciplinary Arts with a focus in Dance from Goddard College in 2016. Since moving to Columbus in 2014, she's had the pleasure of choreographing for multiple productions for The Columbus Ballet, including *The Nutcracker* and *Coppélia*, staging her own versions of *Paquita* and *The Firebird* on students from Rising Starz in Auburn, AL and choreographing for East Alabama Community Ballet. In 2019, Kylie received a Local Choice Award nomination for "Favorite Choreographer." Kylie finds complete fulfillment through teaching and looks forward to sharing her love of dance with others.

**Jena Davis:** Jena has been said to possess “a kinetic intelligence well beyond her years”. She began her early training at Davidson Fine Arts Magnet School in Augusta, Georgia, under the tutelage of Bessie Award Winner, Sharon Skepple. Jena moved to Columbus in 2016 and continues her studies in Modern, Ballet, Tap, Jazz, and Ballroom. She joins YDC eager to spread her knowledge with young girls and boys like herself.

**Noel Dupuis (Fall Guest Teacher):** Noel Dupuis trained with the School of American Ballet, Houston Ballet Academy, Miami Conservatory and the Martha Mahr School of Ballet. During the early years of his career, he danced with the Atlanta Ballet, Southern Ballet Theatre, Memphis Concert Ballet and the Nashville Ballet prior to joining Ballet West as a Senior Artist. While at Ballet West, he was under the direction of Jon Hart and Jonas Kage and performed in a variety of ballets including *Cinderella*, *Swan Lake*, *Peter Pan*, and *The Nutcracker*. He also performed in a number of ballets choreographed by Ashton, Forsythe, Hans van Manen, Val Canniparoli and George Balanchine including *Mid-Summers Night Dream* as Lysander, *Who Care's*, *Four Temperaments* and *Allegro Brilliant*. In 2003, Noel moved to the Louisville Ballet as a Soloist under the direction of Bruce Simpson. While there, he danced the role of Vronsky in *Anna Karenina* and as Arabian, Spanish and Waltz of the Flowers Cavalier in *The Nutcracker*. After two seasons, Noel moved to the Charleston Ballet Theatre as a Principal Dancer and Company Teacher. He performed as the Cavalier in *The Nutcracker*, Captain Hook in *Peter Pan* and Tom Buchanan in *The Great Gatsby*. Noël has had the privilege of performing at the *2002 Winter Olympics*, *Cultural Olympiad* and the *Sixth Annual China Arts Festival*. Since 2006 Noel has been working as a freelance dancer, teacher and choreographer. Most recently finished filming a principle-dancing role in an motion picture.

**Katy Hamrick:** Katy Hamrick grew up in dance, doing different styles like ballet, pointe, jazz, tap, ballroom, and lyrical. She graduated with a Fine Arts Degree from California's Victor Valley College (2016). Katy is also into theatre, and has done it all from performing, stage managing, and doing tech work. Some of her favorite works include, Ariel from *The Little Mermaid*, Lilac Fairy from *Sleeping Beauty*, and choreographing *Beauty and the Beast Jr.* Outside of dance, she enjoys yoga, archery, and playing the ukulele.

**Toni Lum:** Toni's love of ballet began at the School of Oregon Ballet Theatre, training and performing in both school and company roles. After graduating high school, she then went on to receive her Bachelors of Fine Arts in Dance from the University of Arizona where her love of modern and contemporary dance grew. After college, she continued her training with the San Francisco Conservatory of Dance in both ballet and contemporary movement. While in San Francisco, Toni danced professionally for The Mark Foehringer Dance Project and Robert Moses' Kin. In 2010, Toni accepted a position with the Chicago company: DanceWorks Chicago, where she ultimately completed her dance career, but not before dancing in Chicago, New York, and spending a year dancing in Berlin, Germany. Always a mover at heart, she then went on to complete 5 half-marathons, a Century ride, a half-IronMan, and she successfully swam Alcatraz! Toni is now a registered yoga instructor (RYT 200) and teaching at River Flow Yoga and Wellness here in Columbus.

## *~NEW Covid Protocol (as of 7/10/2020):*

CSU's Youth Dance Conservatory (YDC) takes everyone's personal health and safety very seriously. This document lists what we are doing to ensure your child's safety.

**Entering/Exiting The Rankin:** To enter, please use the front door as normal. Please have dancers use the elevator to go up to the studio and use the stairwell to come down. To exit, please (if possible) exit through the door at the back of the lobby into the Atrium area. The atrium area has two exits – one onto 10<sup>th</sup> Street and on onto 1<sup>st</sup> Avenue.

**Second Floor Rankin:** To ensure that we comply with social distancing guidelines in our waiting area, we are asking parents of Level 1 and above dancers to wait in the 1<sup>st</sup> floor lobby area or in their cars. Creative Movement, Pre-Ballet, and Pre-Level 1 dancers can have one parent/guardian accompany them to the 2<sup>nd</sup> floor (no siblings, if possible). This will allow our dancers to enter/exit the studio safely. To help us make this happen, we also ask that you please avoid arriving extremely early and also lingering in the lobby/building after classes end.

**Masks:** Per the July 15 University System of Georgia's mandate, all faculty, staff, students, and visitors are **REQUIRED** to wear a mask inside a Columbus State facility or building. Please make sure all dancers and family members (including siblings) wear a mask when entering. Anyone not using a face covering as required will be asked to wear one or must leave the area.

**Lobby Area:** All chairs and tables have been removed from the 2<sup>nd</sup> floor lobby area. The floor will be marked for social distancing. Parents waiting on the second floor may bring a folding chair or blanket to sit on.

**Adjusted Class Sizes and Staggered Class Times:** Class sizes have been reduced based on studio size to allow for social distancing during class. Also, class start times have been staggered by 15-minute intervals to help with the flow of students in/out of the studios and for sanitation of the studios between classes. Please note the start of your dancer's class time and please have them line up no more than 5 minutes before class starts in their designated area.

**Hand Sanitizing/Washing:** Hand sanitizing stations will be placed outside of each studio area and in both the downstairs and upstairs lobby. Students will be asked to use hand sanitizer before entering the classroom. We also highly encourage students to wash their hands before class begins.

**Temperature Check:** Sick children will not be permitted to participate in class. If your child has a fever of 100° or more, please keep them home. Teachers will be checking student's temperatures before the beginning of each class, and they will be required to remove your child from the classroom and contact you to pick up your child. A make-up class will be scheduled.

**Make-Up Classes:** All make-up classes must be scheduled in advance. To make up classes, please contact Laura Johnson at [johnson\\_laura3@columbusstate.edu](mailto:johnson_laura3@columbusstate.edu). Failure to attend the make-up class for the day scheduled will result in forfeiture of the make-up class.

**Tuition Payments:** Payments will no longer be accepted at The Rankin. To pay, please call Continuing Education at the Elizabeth Bradley Turner Center at 706-507-8070 between the hours of 8am-5pm Monday through Friday.

**Communication:** Our main form of communication is email. If you are not receiving emails from us, please notify Laura Johnson at [johnson\\_laura3@columbusstate.edu](mailto:johnson_laura3@columbusstate.edu) so we can verify your email in the system. Paper copies of information will also be placed on the front desk in the downstairs lobby.

**Water Fountains will not be Used:** Please bring your own water bottle.

**Physical Corrections:** Due to the nature of learning dance and our mission to make safety our number one priority, it is necessary for you to understand our policy on physical corrections. Our teachers will give dancers physical corrections when required. Physical corrections to body alignment and technique are often necessary in order to teach a skill safely, have the dancer perform the skill correctly, and to help mitigate injury. YDC will be operating in a social and physical distancing environment, but even with best efforts and intentions there will be times when the prescribed distancing recommendation of 6 feet will be breached. Part of attending classes at YDC means that you understand that physical corrections will be part of the learning process and agree to permit your child's teacher to physically assist your child when needed.

### *~Dance Year & Holidays:*

- First semester classes begin August 10, 2020 and run through December 7, 2020.
- Classes will not meet on Labor Day (Sept. 7) or during the week of Thanksgiving (Nov. 23-28).
- Second semester classes begin January 4, 2020 and run through May 3, 2020.
- Classes will not meet on MLK Day (Jan. 18) or during MCSD Spring Break (March 29 - April 3).

### *~Summer Intensives and Summer Classes:*

YDC's Summer Intensives provide the opportunity for tremendous technical, artistic, and personal growth. Working with different instructors in a variety of dance disciplines helps all students maintain muscle memory as well as strengthen and develop more matured muscles. Summer intensive classes for all ages are designed to address technique, artistry, specific skills, and increase strength. Students gain deeper understanding of ballet as an art form. Evaluation of new students is required prior to registration for the summer intensive program.

Regular classes are offered over the summer as well as a Princess Dance Camp for ages 4-6.

### *~Performance Opportunities:*

YDC students Level 1 and above have the opportunity to perform in The Columbus Ballet's production of *The Nutcracker* on December 12th and 13th, 2020. Upper level dancers are encouraged to audition for lead roles. Auditions will be held on Friday, August 21st and Saturday, August 22nd at the Rankin Arts Center, and rehearsals will begin Friday, September 11th. Students selected for leading roles may be asked to attend a few extra rehearsals, on occasion, after class. This extra work will enable a dancer to give his/her best performance onstage, and enhance the pedagogical and developmental benefit to the dancer. Such rehearsals will be scheduled in collaboration with the director, dancer and parents, and will never be "assigned" without the consultation and approval of all concerned. YDC dancer's Level 2 and above will also have the opportunity to participate in The Columbus Ballet's spring production of *The Carnival of Animals/Mother Goose Suite* in collaboration with the Columbus Symphony Orchestra.

YDC will also hold an End of the Year Performance. All students will have the opportunity to perform with their classmates in pieces choreographed by instructors that demonstrate the classical technique they have learned throughout the year.

### **~Student Placement:**

Students as young as age 3 may participate in YDC classes. Students age 6 and under will be placed in the appropriate class based on age. New students ages 7 and older, with or without experience, will be evaluated and placed in their appropriate levels. Call 706.507.8367 to schedule a placement appointment.

### **~Promotions:**

Promotions can be decided at any time during the year. Students who are in Creative Movement through Pre-Level 1 move on to the next level on a yearly basis. From Levels 1 through 6, the progression and mastery of skills slows down. Not every dancer progresses at the same rate. When the teacher selects a student for promotion, she will bring suggestions to the artistic director. Students will then be re-evaluated by the artistic director and a decision will be made based on maturity and technical ability.

### **~ Pointe Training:**

Students will be evaluated for pointe work training on an individual basis. We look to see if the student has had at least 3-4 consecutive years of classical ballet technique training. We also consider the student's age, physical strength, and capabilities. Once a student is promoted to pointe, the artistic director will guide the student in the right direction with pointe shoe decisions. Students are expected to take more technique classes than pointe classes. Students will be required to register for and maintain regular attendance in at least three technique classes.

### **~Student End of Year Evaluations:**

Parents are requested to be present during end of year evaluations. Decisions for promotion for the next school year are discussed at this time. Evaluation dates are tentatively scheduled for April 26 through May 1, 2021.

### **~Parent Observation:**

Traditionally, YDC opens its classrooms for parent observation twice a year, once in the Fall and once in the Spring. Due to the current environment with the Covid-19 pandemic, Fall observation will not take place, and Spring observation will be decided on depending on the situation at that time with the virus. The safety of our dance family and our staff is our first priority, and limiting the number of people in our classrooms and on the second floor of the Rankin will assist us in keeping everyone healthy and safe.

### ~Conservatory Etiquette:

- Students are expected to be **ON TIME** for every class. This means the student should be in the classroom before the class start.
- Students should stay in class until the end and should not leave the classroom without permission.
- Use the restroom, get a drink of water, and secure hair, etc., before entering the classroom.
- No talking during class, aside from questions to the instructor or as part of a class activity.
- No chewing gum, eating, or bringing water/sodas/juice or any open bottles into a classroom or rehearsal without permission. Water in a reusable bottle should be consumed discreetly in class at permitted times.
- Food is prohibited in the studio and in the 2<sup>nd</sup> floor lobby area. Only water bottles are allowed in the studios. To eat, please go downstairs to the first floor lobby area.
- Ballet bags are allowed only in designated areas of YDC during class.
- Students are expected to keep the noise level to a minimum in the hallway and in dressing rooms.
- The school cannot assume responsibility for the loss of students' valuables.
- Arrival and departure from classes and rehearsals are expected to be punctual.
- Students and parents are responsible for reading all posted notices.
- It is highly recommended that parent(s) attend all meetings and/or check emails to keep informed of information regarding the school and performances.
- Proper understanding of the rules will lead to a more positive experience for all.

### ~ YDC Dress Code:

- Creative Movement through Level 6 ballet classes: black leotard (no skirts attached); pink, seamless tights (feet must be covered, no ankle length tights); pink ballet shoes. Students training in more than one discipline are advised to wear convertible tights for ease of changing. No underwear should be worn underneath tights and leotard. Level 5-6 dancers may wear a skirt for pointe and rehearsals with permission of the class/rehearsal instructor.
- Black leotards may be in any traditional style (tank, 3/4 sleeve, spaghetti strap, cap sleeve, long sleeve). Hair should be in a neat bun. For the safety of you and other dancers, no jewelry may be worn, with the exception of stud earrings. On Saturdays, Level 3-6 dancers may wear a colored leotard for their classes.
- Ballet slippers should be pink for ladies and black for gentlemen. Pointe shoes must be worn with tights over the feet unless the dancer is rehearsing for a role in which tights will not be worn.
- **Jazz:** pink/black footed tights or black jazz pants, any color leotard, jazz shoes.
- **Contemporary:** pink or black footless tights, any color leotard, bare feet.
- **Stretch class:** shorts, leotard, convertible tights, socks, hair neatly fastened. Please supply your own yoga mat and Theraband.
- **Adult Ballet:** comfortable attire with proper undergarments, ballet shoes.
- **Men:** white, fitted short sleeve t-shirt, black tights/dance pants with proper dance undergarments, black ballet shoes.
- **Hair:** ballet bun pulled away from face.
- No watches, necklaces, bracelets, big rings, elastic bands, etc. Small stud earrings are acceptable.
- Dancers must wear cover-ups over dance attire when arriving and departing from dance classes.

### ~Ballet Bun:

With one hand gather hair into a “bunch” at the back of the head. With one hand, lightly spray hair around the head with water.

- Brush hair into a ponytail and secure with covered elastic. Ponytail should not be lower than middle from back of the head.
- Ensure the ponytail is centered between ears.
- Brush and smooth hair towards ponytail.
- Spray hair evenly around the head.
- Twist ponytail and begin to spiral around the elastic.
- Coil hair into a bun a bit at a time, insert hairpins at every inch.
- Repeat until all hair is spiraled and ensures it is as flat against the head as possible.
- IMPORTANT: WRAP HAIR NET AROUND BUN!
- Add a few extra pins. An additional spritz of hairspray may be used if needed.



### ~What to Have in a Ballet Bag:

- Hand Sanitizer
- Small Towel
- Hairbrush
- Bobby Pins
- Hair Spray
- Elastic Bands
- Deodorant
- Extra Leotard and Tights
- Ballet Shoes and/or Pointe Shoes
- Reusable Water Bottle
- Theraband

### ~Conservatory Policies:

- YDC is an alcohol, tobacco, and drug free environment. Use of such substances will not be tolerated at our facility or at any event venue.
- No foul language. Bad language and terminology will not be tolerated at YDC or any event/venue where you are involved with the school.
- No dancer or parent is allowed to dictate placement at the barre, order of class exercises, choice of music, level placement, beginning of pointe, or attire under any circumstances. The teacher of the class may place students where he/she feels is appropriate for that class.
- Your time and tuition are valuable, so students need to arrive promptly for class.
- Disruptive and disrespectful behavior in class not only interrupts the learning process, but does not reflect the character of our school. Examples of inappropriate behavior such as, but not limited to, the following may result in dismissal from YDC:
  - Talking excessively in class.
  - Talking while the teacher is giving instructions.

- Entering “Faculty Only” areas without proper permission.
  - Leaving the dance room and/or studio without permission.
  - “Talking back” to the teacher or otherwise conversing with the teacher or others in an impolite or ill-mannered way. In the event this occurs, the teacher may remove the student from class and no make-up will be offered.
  - Refusal to do as the teacher has instructed.
  - Bothering another student by touching them in an impolite or annoying way, including public displays of affection of a romantic nature.
  - Taunting others including any sort of bullying or intentionally intimidating behavior.
  - Participating in classes you are not registered for without prior permission of the director/teacher.
- Phones are not to be used in the studio. No texting or social media is allowed in the classroom.

### ~Absence/Tardiness:

Because of the systematic progression of the class, a student will be considered late 10 minutes after the class begins. If the student is late, he/she may sit and watch the class, but may not participate. If a student will be absent from class, please contact YDC at [ballet@columbusstate.edu](mailto:ballet@columbusstate.edu) to schedule a make-up. All make-ups must be scheduled prior to attendance. Failure to attend the scheduled make-up class will result in forfeiture of the make-up. Classes must be made up by the end of the dance semester.

### ~Video Recording/Social Media Policy:

Video can be a very useful tool for learning choreography and reviewing one's own work. For this reason, students are allowed, with permission of the teacher, to have a friend video a portion of their rehearsal or class (it is not acceptable to simply set a camera/phone up to record the entire time). This video is to be used for personal purposes only, but may be shared with close family and friends privately. If you need a video for professional purposes (such as a summer intensive, college, or company audition) please consult one of your teachers for help and arrange a private lesson to create the video so it can be sure to show off your strengths in their best light and give you the best chance for success. When sharing images and video, please be sure to never "post" or share anything that may tarnish your own image, the image of a peer or teacher, or the image of YDC.

### ~Studio and Office Hours:

The YDC is open 30 minutes before the first class starts and closes 30 minutes after the last class. Should you wish to speak to a director or teacher please do so by appointment only. It is imperative that teachers are not disturbed before, during, or after class. Please ask your teacher about his/her preferences for how to contact them (leaving a message at the studio, email, phone) to schedule an appointment and abide by those preferences. For general questions, please leave a message at the Conservatory front desk or send an email to [ballet@columbusstate.edu](mailto:ballet@columbusstate.edu).

### ~2019-2020 Payment & Registration Information:

All YDC classes are held at the historic The Rankin, 1004 Broadway in Uptown Columbus. All classes are priced by the year (August – May) but may be paid in monthly installments. Save 10% when you pay for the year in full by **Saturday, August 15, 2020**.

**You can register/make payments:**

#### ***In Person:***

Due to the situation with Covid-19, we are no longer accepting payments at The Rankin at this time. Registration documents can be turned in at the Rankin, but payments need to be made through CSU Continuing & Professional Education's business office, located on the CSU campus at the corner of College Drive and East Lindsay Drive. The office is open Monday through Friday from 8:00 am to 5:00 pm. If paying in person, after 4:30 pm you must have the exact change or plan to pay by check or credit/debit card. Make checks payable to Columbus State University.

#### ***By Mail:***

Send your check or money order to:

CSU Continuing & Professional Education  
Columbus State University  
4225 University Avenue  
Columbus, GA 31907

**Checks must be post-marked or received by the 15<sup>th</sup> of the month the payment is due.**

#### ***By Phone:***

To register or make payment by phone, please call CSU Continuing & Professional Education at 706.507.8070 during the hours of 8:00 am to 5:00 pm Monday through Friday. Credit and debit cards accepted for phone payments are /MasterCard/American Express/Discover card.

### ~Payment Plans

If a student is paying their tuition in monthly installments, a written agreement must be signed at the Rankin Arts Center or the CSU Continuing & Professional Education business office agreeing to the terms of the payment plan. All payments are due on the 1<sup>st</sup> of each month. A **\$25 late fee** per household will be assessed for payments received in our offices after the 15<sup>th</sup> of the month. Failure to pay will result in the student being dropped from all current ballet classes. Currently, payments cannot be made at The Rankin and must be made by calling the Elizabeth Bradley Turner Center at 706-507-8070. Credit and debit card payments are accepted over the phone.

### ~Withdrawals:

Students register for the entire year.

#### **Paid in full:**

CPE requires that a cancellation request be submitted before the next installment due date in order to not be responsible for future payments. A **\$20 cancellation fee** will be charged per child. A prorated refund will be issued based on the number of months remaining in the dance year.

#### **Payment Plan:**

CPE requires that a cancellation request be submitted before the next installment due date in order to not be responsible for future payments. The student will then be dropped from the roster and the payment plan will be cancelled. If a student chooses to drop a class, a **\$20 drop fee** will be assessed.

**Visit us online at:** [ballet.columbusstate.edu](http://ballet.columbusstate.edu)

**“Like” our Facebook page:** <https://www.facebook.com/CSUDanceConservatory>