



NYCCC SCHOOL OF THE ARTS POLICIES

新苗學校規章制度

October 20, 2011

Registration Procedures:

1. ALL students (new and returning) must submit a new registration form each semester. This is to ensure that we have your most current contact information on file in the event of an emergency.
2. Please complete your registration form and send it along with your payment before your first class. Registration is due by the third week of the new semester and payment by the end of the first month. Failure to register or pay will result in late fee charges.
3. Please provide your email address if possible so we can email you class information (cancellations and updates) if necessary

Money Matters:

1. There is a non-refundable registration fee of \$10 per student per semester.
2. A late fee of 10% will be charged if payment is not received by the due date. If payment is not made by that time, the student may not continue with class(es) until the past due account is settled. Each month late will incur a 10% late fee.
3. Those paying by installment must pay a flat rate of \$15 for every installment made.
4. Request for refunds, tuition credit or other issues regarding your account MUST be made in writing to be considered. This is to ensure that we have documentation on file should any dispute arise in the future.
5. Refunds will not be issued after the third class. Students who drop out of a specific class after attending three lessons are responsible for the full tuition. Those attending class by class will be charged \$15 per class.
6. If you wish to attend more classes than originally registered for, please see a school assistant to update your registration form to ensure you are billed correctly and to avoid late fees.
7. Tuition credit must be used up by the following semester (credit transfer is only permitted between immediate family members).
8. Single and trial classes are \$15 each.
9. NYCCC will only provide receipts upon request.
10. Tuition fees are subject to change according to enrollment and registration dates.



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School Policies:

1. NYCCC reserves the right to cancel any class listed in our class schedule if enrollment is inadequate. If a class is cancelled and a student is unable to find an appropriate replacement class, tuition credit can be arranged.
2. All students are required to pay a recital fee if they are planning to participate in our Annual Student Recital which takes place in June. This covers the cost of costume rental as well as rehearsal and performance space.

Code of Conduct:

1. All students taking dance classes are expected to wear proper attire (leotards and ballet shoes for girls and tight fitted clothing for boys). Leotards, ballet shoes, tights, and skirts are available for purchase in the office. Please ask a school assistant for help.
2. Hair must be pulled back and off the face into a bun if possible.
3. Street shoes are not permitted in the dance studios. Please remove them before entering.
4. NO FOOD is permitted in the dressing rooms. Please use the common area for lunches/snacks.
5. Please do not leave your personal belongings behind. NYCCC is not responsible for the loss of any personal articles. You may check the lost and found box for any missing items.
6. The administrative office will not accept calls for students except in the case of emergencies. Students are permitted to use our phones as a courtesy but we ask that you keep this to a minimum.
7. Please do not leave your child/children unattended outside of class hours.

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註冊程序:

1. 所有的新老學生請必須在每個新學期開始時，填寫一份新的報名表。這是為了確保如有緊急情況發生時，我們有您的準確聯絡資料。
2. 新學期開始時，請必須先填好你的報名表並連同學費一起交給學校，然後才能進入教室。如果您已經晚開始上課，報名表最遲的上繳時間為開學后的第三個星期，繳學費的最遲時間為開學后的第四個星期。如果您沒有在學校指定的時間內繳學費，學校將會向您收取遲繳學費的罰款費用。
3. 請您向學校提供您電子郵件地址，方便於我們隨時能通過電子郵件來轉發于您學校的所有新課程表或其他訊息。

學費註冊事項:

1. 所有的學生在每個新學期開始時，都必須繳 10 美元的報名費，報名費不得退還。
2. 如果您沒有在我們指定的時間內繳完學費，您將會收到遲繳學費的罰款費用，遲繳罰款費用為正常學費的百分之十。如果您沒有按照學校指定的時間內繳完遲繳學費和罰款費用，那將會影響您子女的正常上課運作。
3. 如果你選擇了分期付款，您必須在每次繳費時同時繳上（加交）百分之十五的遲繳學費(分期付款)利息。
4. 要求學費退款或其他問題等等事項，請必須以書面形式加以呈述。以便今後不會有任何問題的糾紛出現。
5. 學生如果已經上了三堂課，我們將一概不予退款並將收取全額學費的費用。如果您選擇每一堂課交學費，每節課的學費為十五美元。
6. 如果您想加課程，請找學校的助理來幫助您更新您的報名表及新課程的學費費用。
7. 如果您或您的孩子由於某種原因在學期中暫停學習，所剩的學費費用只能用於下學期（或只可以轉至其直屬的家庭成員）。
8. 試課費用為十五美元一堂課。
9. 新苗學校只提供您所要求的學費收據。
10. 學費如有變化，敬請參照報名註冊表和學期課程表。

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學校學費規章制度：

1. 如果您沒有按照學校規定的時間內繳完學費或遲拖不繳學費，學校將有權立即停止您的課程。
2. 如果您希望您的子女在每年六月份參加學校所舉辦的年度彙報演出，請必須按時繳上彙報演出的費用。演出費用包括了學校所必須付出的服裝出租費，排練費，劇場租用費及舞臺工作人員費用。

課堂紀律：

1. 所有上舞蹈課的學生必須穿上練功衣才能進教室。（比如：緊身衣，舞蹈鞋，長筒襪，和舞蹈短裙）。這些物品在我們的辦公室有出售，如果您需要購買，學校的助理會幫助您。
2. 所有上舞蹈課的學生必須把頭髮扎起，並綁在頭的後面。
3. 嚴禁穿上街鞋進入教室。
4. 請不要把您的食物帶進更衣室和教室之中，請在我們的休息室內享用您的食物。
5. 請不要把您的物品隨手亂放，以免丟失，學校不承擔丟失物品的責任。如果您有物品丟失，請自行去辦公室門口的 [失物招領] 盒中查看。
6. 辦公室將不接受學生打電話的請求，除非發生緊急特別情況，通話請簡短扼要。
7. 請勿把你的孩子單獨留在課餘的時間。

以上敬請合作！