



English+Ballet PLUMAGE School Regulations

●Registration fee and monthly payment

- As a general rule, once the membership fee and monthly payment are paid, they cannot be refunded.
- Please place your monthly payment in the designated tuition envelope by the end of the previous month.
- Please be aware that the monthly fees may be charged for non-contact days if you fail to inform it clearly.
- If you fail to pay the monthly payment, you may be refused to take the class.

●Absent/late, missed classes, closed school

- Please contact us if you are absent or late for class. Only if you contact us, you can take make-up class on another day.
- Please take the make-up class within 2 month before and after the absent day. (Please submit the desired make-up date on the make-up lesson request sheet.)
- If you are significantly late, you may be required to observe the class to prevent injuries.
- Please be sure to check the school calendar for school holidays.
- There are summer break and winter break every year. In addition, due to the weather conditions or other reasons, classes may be cancelled. In that case, we will contact you in advance.

●Dress code and hairstyle

- In our school, you can usually take lessons in your favorite leotard, there are school uniforms (designated leotard, tights, and skirts) for each class. For school performances, including summer mini performances, Christmas mini performances, special lessons, etc., you need to prepare the school uniforms which can be ordered and purchased at our school.
- Be sure to put your hair in a bun neatly so that your face and neck are not hidden by your hair. If you have short hair, use a hair band or pins.
- You can wear any ballet shoes, but please be sure to prepare the ballet shoes made for ballet practice. (They are also sold at our school.)

- Pointe shoes (Toe shoes) can be worn only after the teacher's permission for safety and injury prevention. Please contact us for details.

- Skirts, shorts and warm-up clothes (knitwear, leg warmers, etc.) cannot be worn during the lesson. If

you want to wear it due to your physical condition, please get the permission from the teacher.

● **Parents/family visits/observation**

- As a general rule, parents and family can visit and observe the classes once every two months (the last week of an odd-number months). Please refrain from staying in the studio area during the class, as it may interfere with students' ability to concentrate. If you need to stay in class due to the student's condition or other reasons, please contact us.

- Please be sure to obtain a permission from the teacher to take photos and videos while visiting.

Please refrain from making noise.

- Please refrain from talking during the class as it will interfere with the lesson.

- Parents and family can observe the trial lesson.

- As for Little Cupid and Cupid class students, if the student can do better when the parent is with him/her, we will ask the parent to stay during the class.

● **About performances and competitions**

- We hold a school performance with all students once every two years and a mini performances once or twice a year. In addition, for only those who wish to perform more, there are 2-3 other recitals a year.

● **Other**

- Please ask for a permission if you wish to participate in an external summer school, workshop, auditions, performances, etc. because you usually need to present your ballet school name and the teacher's name.

- Please be sure to consult us regarding double schooling with other ballet schools and transfer from other schools. Depending on the circumstances, we may not be able to let you join our school.

● **About leave of absence/withdrawal**

- In principle, if you are going to take a leave of absence, you must submit a notice of leave of

absence at least one month before the desired leave of absence. (Up to 2 years, renewable) Please

note that the monthly payment may be incurred if the notice is less than one month in advance.

- It is possible to take a single lesson even during a leave of absence.

[1 lesson fee... Cupid/Angel...¥2,000 Fairy/Mermaid/Swan ¥2,500]

- You cannot take make-up lessons during school leave. (There is no limitation to the cancellation of classes due to school circumstances.)

- As a general rule, when canceling your membership, you must submit a notification of withdrawal at least one month before the desired month of withdrawal. Please note that the monthly payment may be incurred if the withdrawal notification is less than one month in advance. If you re-enroll after resigning, you will have to pay the registration fee.

- Those who have been absent for more than one year without any notification will be withdrawn.

- If you violate the school rules, interfere with lessons, or disturb teachers or other students, you may be asked to withdraw.

● **Privacy and personal information**

- In this school, in compliance with the law concerning the protection of personal information, personal information data such as student's learning process records, photos, videos etc. are held and managed responsibly. Without the consent of students and parents, we do not use or disclose it without permission. We practice confidentiality and data protection to ensure that they never leak out. We also ask our students and parents to follow similar confidentiality and data protection practices.

*School rules and fees are subject to change without notice.

Thank you so much for agreeing with the school regulations and joining English+Ballet PLUMAGE.