



# NYCCC SCHOOL OF THE ARTS POLICIES

## 新苗學校規章制度

July 1, 2013

### Registration & Payments

1. All NEW students must submit a registration packet (including signed media waiver form and code of conduct). All RETURNING students must see the office assistant to update their registration form. This is to ensure that we have your most current contact information on file in the event of an emergency.
2. Tuition & registration packet is due by the third week of the new semester. (For Outreach students, you can mail in signed registration packet & payment). There is an automatic fee of \$10 per registration.
3. A late fee of \$25 will be incurred for payments received after the deadline.  
\*Installment plans are available with an additional fee of \$10 per installment\*
4. Should NYCCC need to cancel class, credit will be given. NO credit will be given for student's own absences. Any credit given must be used by the following semester. Credits are NOT transferable.
5. Tuition is NOT refundable.
6. Single and trial classes are \$20 each for a 1-hour class.
7. 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.
8. NYCCC will only provide receipts upon request.
9. 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 will be refunded.
10. 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, headshots and class pictures as well as rehearsal and performance space.

**Code of Conduct:**

1. All students taking dance classes are expected to wear proper attire (black leotards and ballet shoes for girls and tight fitted clothing for boys). Ballet shoes, folk shoes and Mongolian boots are available for purchase in the office. Please ask a school assistant for help.
2. There is NO VIDEO TAPING of classes
3. Street shoes are NOT permitted in the dance studios.
4. NO FOOD is permitted in the dressing rooms or dance studios. Please use the common area for lunches/snacks.
5. 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.
6. Please do not leave your child/children unattended outside of class hours.
7. Behavioral Expectations:
  - a. Students will show respect and courtesy to other people at all times (this includes not using abusive/inappropriate language, bullying, harassing, fighting, and hazing)
  - b. Students will show respect for property inside and outside of the classrooms
  - c. Students will behave in a manner that does not endanger themselves or others.
  - d. Continual inappropriate behavior will result in removal from classes.**
8. 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.

**Please review the following statements before signing:**

(1). The signature of parent/guardian on this page signifies receipt and review of this document, as well as knowledge and understanding of the NYCCC School's policies and guidelines contained within.

(2). The signature of the student signifies that the parent/guardian has reviewed and explained the contents of this document with said student.

**STUDENT NAME (PLEASE PRINT)** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**  
**Comment:**

\_\_\_\_\_  
**Date**

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July 1, 2013

### 註冊程序：

1. 所有的新学生必须填写一份报名表及录影使用同意书。已经在学的学生，也必须到办公室让学校助理办理、修改旧的报名表。这是为了确保如有紧急情况发生时，我们有您确切的联络资料。
2. 报名表和学费在开学后的第三个星期，必须缴清和交回学校。  
校外课程（Outreach）的学生可用邮寄的方式寄给学校，另加注册费和报名费十美金。
3. 在截止的日期后缴费，学校将会向您收取二十五美金的迟交费。如果您选择分期付款，您将必须支付每一期十美金的分期付款费用。
4. 如果学校因故需要取消课程，我们会把 credit 还给您。如果是个人的原因不能来上课，您将无法取得 credit。Credits 必须在同一个学期里用完，也不得转让给别人。
5. 学校不能退学费。
6. 如果您选择每一堂课交学费，每节课的学费为一小时二十美金。
7. 如果您已经注册了，但是想再加一堂课，请找学校助理修改您的报名表。
8. 如果您需要学费收据，请告知学校助理帮忙。
9. 学校有权力取消不够学生人数的班级。我们会试着帮您找替补班，如果不合适您的要求，我们可以退学费给您。
10. 每位参加学校六月底举行的、年度汇报演出的学生，必须支付汇报演出的费用，费用会在三月初公告。演出费包括了服装，班级集体照和两张演出票。

## 课堂纪律

1. 学生必须身穿练功服才能进入教室。（女：黑色的连体衣和芭蕾舞鞋；男：有弹力的衣裤）。办公室内附带卖芭蕾舞鞋和蒙古舞鞋。
2. 请勿私自拍照片或录像。
3. 请勿穿上街鞋进入舞蹈教室。
4. 请勿带任何食物进入舞蹈教室，并请留在家长休息室内用餐。
5. 请家长们勿随便打办公室中的电话找学生，除非发生紧急事情。
6. 请勿把您的孩子单独留在他（她）的课余时间之中。
  
7. 学生行为纪律
  - a. 学生之间要互相尊重，更要尊重其他的家长们。
  - b. 爱惜学校中的所有教具和用具。
  - c. 进学校礼貌为先，请勿做任何有危险的动作和事情。如果学校认为你的行为不当，学校保留请你离开、退学的权利。
8. 请看好个人的私有物品。学校不负责保管任何个人的物品。如果您丢失了个人的物品，请去失物招领的盒子里查找。

请仔细查看以下条例后签名：

1. 家长的签名，是说明家长已明了以上的每个要点，并跟自己的孩子解释过了。
  
2. 学生的签名，是表示家长已向他们说明过，他们也明白必须遵守的条例和纪律。

*STUDENT NAME (PLEASE PRINT)* \_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*  
*Comment:*

\_\_\_\_\_  
*Date*

敬請合作！