
CBA POLICIES & PROCEDURES

Refund Policy

Registration, tuition, and production fees are non-refundable. No exceptions.

Parent Tot | Creative Dance | Pre-Ballet 1

Full tuition refunds will be granted within one week of the semester.

Partial refunds of 50% are considered for withdrawal in the first half of the semester.

Pre-Ballet 2 | Elementary | Intermediate | Advanced | Pre-Professional Division

Enrollment is for the entire semester.

There is no proration for scheduling conflicts.

Classes are not transferable to other students.

In the case of significant injury or illness, refunds may be considered on an individual basis, are not guaranteed and may be subject to a 25% administration fee.

Voluntary or involuntary withdrawal and missed classes are not eligible for refunds.

Refund Policy (Outside of Injury)

\$1000 deposit and all fees are non-refundable. Refunds are not guaranteed. Any decisions regarding refunds and credits may take 3-5 weeks of processing time and will not be issued without a signed Withdrawal Form provided by CBA Administration. Failure to pay all fees and tuition may affect future ability to participate in CBA programs. All refunds and credits will take up to 3-4 weeks of processing time and will not be issued without a signed Withdrawal Form.

Scholarships & Tuition Reduction

Each year, through the support of generous foundations and individuals, Colorado Ballet is pleased to offer tuition reduction opportunities to students who wish to study ballet at the Colorado Ballet Academy. The amount of each award is determined by both the number of applicants and the amount of funds available. Tuition reduction amount is not guaranteed to be the same as awards made in previous years. Merit based scholarships are also awarded each year at the discretion of the Colorado Ballet Academy Scholarship Board.

Awards are confidential. Students should not discuss their award amounts with other students or families.

Please note, a student receiving a scholarship or tuition reduction of any kind may be placed on probation for issues with behavior, attitude, excessive absences, missed rehearsals, or limited progress. If CBA finds further action is required, the student's financial assistance or scholarship may be revoked.

Please see our website for application guidelines and more details [HERE](#)

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Attendance

- All families are expected to notify the main academy office of all absences by emailing academy@coloradoballet.org.
- Regular attendance is important for the learning process. Students are expected to attend every class and rehearsal for which they are enrolled and should arrive early to prepare for class; this is important for proper warm-up and mental focus. Absences adversely affect the training and rehearsal process for the absent dancer as well as affecting the focus of other dancers, the progression of the class as a whole and ultimately the quality of performance. Students more than 15 minutes late will be asked to sit and observe or be asked to do their own warm up, depending on the level. If more than 15 minutes late, students should not enter the class in the middle of a combination. Please wait until the music is off to enter the studio. Admission into class after it has begun is at the instructor's discretion. Students consistently late or skipping class may be prone to injuries. Regular attendance in all classes a student is signed up for is important to their continued success. Consistent attendance will be a factor in level placement, performance, and evaluations.
- CBA reserves the right to dismiss students from classes and/or the production without refund due to excessive absences.
- All absences are equal. If you are not present, you are absent. CBA does not differentiate between excused and unexcused absences.
- No refunds will be given, no exceptions. If there are three or less students in class, classes will be combined. In the rare case of a weather or state/national emergency lasting for an extensive period, CBA may shift to virtual classes.
- Weather related absences due to CBA closure are not counted as absences. Please refer to the Weather Policy regarding weather-related absences.
- Students who must leave early are required to obtain permission from their instructor prior to the beginning of class.
- Customization of class schedules are not permitted, however, in extreme circumstances having to do with academics or family situations, CBA retains the right to use its discretion and will work with students in need on an individual basis.
- Please inform the office in advance of any planned absences (college visits, school trips, family vacations, auditions, etc.). These are still counted as absences.
- Notice of Planned or Extended Absence Form [HERE](#)

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Pointe Training Mandatory Attendance Requirements

Excellent attendance and consistent application are necessary for continued progress. Pointe work is an extension of all work done in ballet technique classes, therefore, improvement in ballet technique will improve pointe work.

- Students in Levels 3 and above are required to take all technique, pre-pointe or pointe classes assigned.
- Students must attend and participate in the required preceding ballet technique class in order to take the subsequent pre-pointe or pointe class.
- If a student's attendance consistently falls below the required ballet technique classes per week, they will be asked to refrain from all pointe work at the discretion of their instructor until attendance is consistent.

Allotted Absences Per Level

Excessive absences may affect a student's ability to advance to the next level as well as their casting and participation in performances. Please see below for a list of for our level-based absence limits:

- Parent/Tot, Creative Dance 1 & 2, Pre-Ballet 1: 2 absences per session allowed.
- Pre-Ballet 2: 3 absences per semester, 6 total absences per year.
- Levels 1-4: 6 total absences per semester; 4 class absences and 2 rehearsal absences per semester allowed.
- Levels 5, 6, 7 and Pre-Professional Division: 8 total absences; 6 class absences and 2 rehearsal absences per semester allowed. *We ask students in these levels to please make their best effort to be present in the beginning of the year to prepare for Fall Feature performances.

Make-up Class

- If a student misses class for any reason, they are encouraged to make up those classes within the semester by attending an additional class at or below their current ballet level.
- Make-Up Classes are not intended to be taken in order to create a personalized class schedule. Students are expected to attend as many of their regularly scheduled classes as possible.
- Make-Up classes will not be allowed after spring break in Levels 1-4 as students need to focus on their specific class work for evaluations and performance.
- Arrange to take a Make-Up Class by emailing academy@coloradoballet.org.

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Dismissal Policy

Due to issues of performance, conduct or behavior that may be detrimental to the welfare of students, and/or the integrity of Colorado Ballet Academy, a student may be dismissed from the program in its entirety. The decision to dismiss a student is made by the Academy Director and Academy Principal in consultation with upper management as well as the appropriate instructors and families involved.

If a student is dismissed from the Academy, tuition refunds will not be given. Students who have been dismissed will not be allowed to enroll in future programs without first having a discussion with the Academy Director and Head Academy Principal.

Illness/Injury

- CBA requires a primary care physician's release prior to the start of the program for anyone under the care of a physician due to injury/illness. CBA reserves the right to stop any student from participating in class or rehearsal and ask that a doctor, physical therapist, or other medical professional evaluate any injury/illness before allowing the student to return to classes.
- To the best of their ability, an injured student is expected to attend, participate in or observe class and rehearsals. If a student is not able to participate, a doctor's note must be provided to the Academy and the instructor stating when the student is advised to return to class/rehearsal and any limitations to their participation.
- In the case of an actual withdrawal from classes due to injury, sustained illness or other medically validated reasons, tuition charges may be suspended until the student returns to class, but this is not a guarantee. Each case will be reviewed, and a decision will be made at the discretion of Colorado Ballet Academy. A doctor's note must be provided verifying their inability to participate. Refunds, credits and remaining tuition balances will be considered on a case-by-case basis and are not guaranteed.
- Please discuss any chronic injuries and/or any pre-existing conditions that affect your ability to participate fully in class with your instructor prior to class or rehearsal.

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Special Situations

CBA is committed to ensuring the health, safety, and welfare of all our participants. Healthy eating, healthy social habits and sufficient rest are essential to succeeding in our program. We will monitor the general well-being of all participants. If at any time CBA has any concern about a student's ability to participate in class, we reserve the right to preclude them from participating and discuss our concerns with their guardians up to and including requiring an assessment by a health care professional.

Meals and Healthy Lifestyle

Students will need to bring lunches and snacks each day. Proper nutrition and sleep habits are essential. Please bring nutritious snacks and practice disciplined sleep habits (8-10 hours every night) to ensure students get the most out of the program.

COVID-19 Policies

Colorado Ballet Academy continues to assess the safest way to provide exceptional dance instruction for all Academy students and is committed to maintaining protocols to ensure the health of our students, families and staff. Please refer to our 2023-2024 CBA Resources for a comprehensive overview of our Covid-19 policies.

Cell Phones, Photography and Video

Colorado Ballet Academy maintains a strict policy regarding the use of cell phones. Their usage is strictly prohibited in all classes and backstage areas at all times.

Photography or recording of classes, rehearsals or performances for personal use without the expressed consent of Colorado Ballet is strictly prohibited. This applies to all still camera and video photography (including the use of cell phone cameras). **CELL PHONES ARE NOT ALLOWED TO BE USED IN ANY OF COLORADO BALLET ACADEMY CLASSES OR BACKSTAGE AT ANY TIME.**



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Social Media and Media Guidelines

At Colorado Ballet Academy, social media and media platforms like Facebook and Instagram serve as valuable tools for our teachers, parents, students, and staff to connect, share educational resources, create content, enrich the classroom experience, and network both within and beyond the Academy.

Additionally, we utilize various social media channels to share announcements, photos, videos, and noteworthy updates related to CBA and the world of dance. We encourage all families to follow us on these platforms to stay informed with real-time announcements.

Follow us on social media:

- [Facebook](#)
- [Instagram](#)

Below are essential guidelines to observe when posting on social media, whether in a personal or professional capacity. These guidelines aim to maintain a consistently positive representation of Colorado Ballet Academy in the digital space.

DO

- Understand that failure to comply with these guidelines may lead to appropriate consequences, including potential dismissal from CBA.
- Stay updated by following @coloradoballetacademy on Instagram and Facebook for the latest CBA information.
- Share appropriate photos of yourself and friends within and around our studios, tagging @coloradoballetacademy when doing so.
- Behave in a manner that brings pride to yourself and the Academy.
- Always treat others with respect, positivity, and consideration.
- Ensure that all images featuring or related to Colorado Ballet Academy are professional and uphold our commitment to professionalism.
- Review and proofread all content for proper grammar and spelling before posting.
- Be aware that information shared on social networks is considered public.

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DO NOT

- Post video content of Colorado Ballet Academy choreography or performances on social media without prior permission from the Colorado Ballet Academy administration or the Academy Director.
- Misrepresent yourself as speaking on behalf of Colorado Ballet Academy on social media. Students may represent CBA in the media only with approval from a Colorado Ballet Staff member for a specific topic. Students and families should not speak to the media without permission from the Academy Director.
- Share any content containing profanity, inappropriate language, or verbal abuse.
- Post photos or videos of students without their express permission, including those taken during classes, events, activities, or within and around Colorado Ballet studios that may include other students.
- Post content related to or featuring the use of tobacco, e-cigarettes, unauthorized drugs, illegal substances, drug paraphernalia, alcohol, or alcohol containers. This applies to any form of media, including photos, screenshots, "stories," disappearing messages, Snapchats, words, hashtags, references, jokes, or allusions to the aforementioned actions.

Lastly, when in doubt, always seek guidance and obtain permission from the Academy Director and/or the Academy Principal before posting any photos or content related to Colorado Ballet Academy. These guidelines are crucial in upholding our standards and promoting a positive online presence for our esteemed institution.



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Notice on Tactile Teaching

- Dance, as a physical art form, occasionally necessitates physical corrections and cues from instructors. To ensure a respectful and comfortable learning environment, we uphold the following practice:
- Before providing any physical correction through touch, instructors will seek permission from the student. We prioritize open communication and consent between the student and instructor.
- Should you or your student feel uncomfortable with this method of instruction, we encourage you to communicate your concerns with the instructor. Your feedback is essential to us, and we are committed to fostering a positive and safe dance experience for all our students.
- Please feel free to discuss any apprehensions before class to ensure a mutually agreeable approach to instruction. At Colorado Ballet Academy, we value the well-being and comfort of our students.

Letters of Recommendation

- Colorado Ballet Academy students have the opportunity to request a letter of recommendation from the Academy Director, Academy Principal, or an instructor. To initiate the process, kindly follow these guidelines:
- Submit a written request via email to academy@coloradoballet.org at least two weeks before the date when the letter is required.
- Ensure your request includes essential details, such as:
- Name of the school or institution requesting the letter
- Name of the Artistic Director and/or program of study for which the letter is intended
- Please note that once the letter is prepared, it will be directly submitted to the requested department or institution. Letters of recommendation will not be handed over to the student.

Private Lessons

The scheduling of private lessons is subject to the availability of both the instructor and the designated space. To initiate this process, students are required to contact a CBA administrator who will assist in coordinating communication with the requested CBA faculty member and confirming the availability of the required space. It is important to note that instructors have their own individual fees for these private lessons, and these fees are to be submitted directly to the respective instructors. Students are required to have a signed student waiver form on file with Colorado Ballet. This form will be provided by a CBA administrator.

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Safety and Security

At CBA, we prioritize the well-being and safety of all students, parents, faculty, and staff. To ensure this, we have implemented several safety features for various emergencies that may arise.

Colorado Ballet Academy Inclement Weather Policy

Colorado Ballet will cancel classes due to inclement weather when conditions are deemed unsafe to travel and/or Denver Public Schools close.

CBA follows DPS closures and delays

- While every effort is made to notify families by email, this is not always an efficient process. Notices will be posted on CBA's social media accounts: Instagram & Facebook.
- Check local media outlets for DPS closures.
- As staff may be working remotely due to travel conditions, email academy@coloradoballet.org for questions regarding weather-related closures.
- For morning classes every attempt will be made to announce closures by 8:00am.
- For afternoon/evening classes every attempt will be made to announce closures by 12:00pm.
- CBA closures will not count as an absence.
- Additionally, if CBA has not announced closure and you feel unsafe traveling to class please email academy@coloradoballet.org if you will be absent. This will count toward your absences.

Parking

The Colorado Ballet parking lot is exclusively designated for full-time staff and dancers of Colorado Ballet until 6:00pm. Visitors are not permitted to park in this designated lot during this time. If you need to access the CBA building, we kindly request that you plan your visit accordingly to allow ample time for finding street parking.