



NEW FALL SCHEDULE WILL BEGIN ON TUESDAY, SEPTEMBER 4th!

NO MAKE UP CLASSES MAY BE TAKEN UNTIL AFTER SEPT. 17th.

ENROLLMENT PROCEDURES:

There are several important things to know in order to get started with classes next week. Please read the following thoroughly:

- **IN ORDER TO BEGIN CLASSES THE WEEK OF SEPTEMBER 4TH, ALL STUDENTS WILL NEED TO ENROLL.**
- **Class sizes are limited and on first come first served basis. Please complete enrollment this week or within a minimum of 24 hours prior to starting any classes.**
- **ALL Level 1 and Up students will need to complete evaluations and receive report cards (by email) before enrolling.** (Combo students are not evaluated-please see email for recommended classes.)
- **You may NOT enroll online if your student has not been evaluated.**
- Evaluation report cards have all been emailed. If you did not receive one, email us promptly. Once you have received your report card and the schedule, you may select your classes and enroll when enrollment opens.
- Current Combination Class Students may enroll once the schedule is received and enrollment opens.
- There will be a **\$10.00 PER STUDENT** Enrollment Fee due with September tuition.

ENROLLMENT REMINDERS:

- **STUDENTS MAY ONLY ENROLL IN CLASSES IN THEIR APPROVED LEVEL AND LOWER!!**
- **CLASS PREREQUISITES:**
 - All Lyrical classes require enrollment in Ballet AND Jazz.
 - All Contemporary and Jazz level 4 and up classes require enrollment in Ballet. Jazz is recommended.
 - All Tumbling classes require enrollment in a Ballet or Jazz class.
 - Enrollment in Ballet Levels 4-5 require enrollment in a minimum of 2 Ballet classes.
 - Enrollment in Ballet Levels 6-Elite require enrollment in a minimum of 3 Ballet classes.
 - Pointe Classes level 5 and up require enrollment in 2 additional Ballet Classes.
 - Enrollment in Pointe Levels 8 and up require enrollment in a minimum of 2 Ballet AND 2 Pointe classes.
 - Directors may **REQUIRE** enrollment in current **AND** new level in order to advance. Please review report card carefully.
 - All enrollment will be reviewed for approved class/level placement and class prerequisites.
 - Turns and Leaps classes require enrollment in Jazz levels as noted on schedule.

'BILL PAY' FAMILIES

If you use your personal Bank Bill Pay to pay your monthly tuition, please be sure to adjust your monthly tuition prior to sending September tuition. You can include enroll fee in payment or pay Enrollment fees separately.

- **Enrollment Form:** sent with Schedule or pick one up at the Studio.
 - If you wish to enroll by Enrollment form, please complete the form as directed with desired classes and return to the studio this week. **1 form per student please-do not combine siblings on one form.**
 - We will be in the studio Wednesday 8/29 through Thursday 8/30 from 3:30-6:30 to accept enrollment forms and assist with enrollment.

A COUPLE OF IMPORTANT NOTES ABOUT ON LINE ENROLLMENT:

- **PLEASE ONLY ENROLL 1 TIME!** Any changes needed after finalizing 1st enrollment will need to be made in the studio!
- **PLEASE DO NOT EDIT ACCOUNT INFORMATION** or add photos on the enrollment site. If changes are needed - see the office.
- **TEAMS: You will not be able to enroll in Team Classes or Team Tech Classes on line.** See office for Team enrollment form for all Team Tech and Team Choreo classes.
 - If your student has been approved for a class in which the age requirement of your child is older, the system may not show the class or let you enroll. See the office, we will have to assist you with enrollment.
 - There is **NO ONLINE PAYMENT** available at this time.
 - Please include the \$10 per student Enrollment fee with September Tuition.
 - On Line Enrollment deadline will be September 4th. See office for assistance after this date.
 - On Line enrollment will not be accepted if tuition is not current through August.
 - **All enrollment will be reviewed for approved class/level placement and class prerequisites.**

ON LINE ENROLLMENT INSTRUCTIONS:

Online Enrollment will open Wednesday, August 30th at 9:00a.m

- You may register OnLine using the following link:
<https://www.thestudiodirector.com/elitedanceacademyoc/portal.jsp>
- This link is **NOT attached to our studio website**...you will only be able to enroll from this link found here!!!
- You will use the most recent main email that you have given us as your login.
- If you have on-line enrolled before: enter email and password used last year.
- If this is your first Elite On-Line enrollment you will have to create a password - click the **"Forgot your password"** button to set up a password.
- Follow directions to set password then you will be able to log in and continue.
- **DO NOT USE THE 'Edit Account Contact Info, 'Edit Student Info' or 'Add Student' buttons**-see office if changes are needed.
- Once logged in: Choose **'Enroll in a Class'** (at bottom left)(You will be registering for classes in the **"2018-2019 Class Schedule"**) - then choose classes from the Schedule - **Please select carefully and select only classes in your level or lower and your age group. Repeat for each class.** (Please do not use the 'click here for help finding the perfect class for' selection.)
- When complete click on the **'CHECKOUT'**
- **Review your schedule here before continuing** - changes can still be made from this page...choose **'Next'** button when complete.
- Choose **'Pay by Cash/Check at the Office'** (Credit cards will also be accepted at the office) **No ON line Payment available at this time** - then choose **Next**.
- Balance due will show here. **Please disregard this amount as it is most likely incorrect.** See attached Rates sheet or see office for new rates. Please confirm new rate with front office before remitting or sending payment.
- Click **'Accept'** - This will complete your enrollment. You will need to bring in Tuition payment with \$10 Enroll fee per student the first week of classes.
- **Logout** (at top under our Elite Logo)
- You are done - You will receive an email that shows what your enrollment for the new season only - we recommend you print it for your records.
- **Reminder...All enrollment will be reviewed for approval.**