

# JOFFREY BALLET SCHOOL

FOUNDED BY ROBERT JOFFREY IN 1953

## Joffrey Ballet School Trainee Program - NYC Registration & Financial Aid/Merit Quick Sheet

Below is a quick breakdown of the process for registering, applying for Financial Aid & Merit Scholarships and other useful information needed to enroll in the program.

### STEP 1: Program Registration/Merit Scholarship

If you haven't already, please complete the Trainee Program Registration and Merit Scholarship/Financial Aid Electronic Application:

<https://joffreyballetschool.wufoo.com/forms/trainee-registration-form-20182019/>

A deposit is due in order to apply for the program.

- Students applying are required to pay a \$150 deposit.
- This deposit will be applied towards the students fee's. It is not an additional fee.
- Deposits are eligible to receive a \$50 refund if they do not attend the program.

### STEP 2: Financial Aid

Provide supporting documentation for the following:

- **Financial Aid** - If you are applying for financial aid you need to complete the following
  - If you are a US Citizen and will have graduated from high school by 9/1/18 you need to complete a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - All other students will need to complete a FAST application at: <https://www.ismfast.com/FastPage.php?id=c6dd3d2afc8b8f5410de470d50e956a8>
- **Merit Scholarships** – If you are applying for a merit scholarship you need to complete the following
  - New Students need to schedule a trainee tour and take class for further evaluation or submit an electronic video of their dancing for further review. This can be uploaded directly while filling out the Trainee Program Registration and Merit Scholarship/Financial Aid Electronic Application Step 1
  - Current Jazz/Contemporary & Ballet Trainee's need to submit an essay outlining why they feel they are deserving of merit and what they hope to gain with a scholarship. This can be uploaded directly while filling out the Trainee Program Registration and Merit Scholarship/Financial Aid Electronic Application Step 1
  - All current students are evaluated during the school year. Merit scholarship decisions will be made based on the student's growth in the program, attendance and artistic achievement. Students' grades will be analyzed and any failing grades will prevent the student from receiving merit.

### STEP 3: Award Letter

Receiving your Award Letter.

After your merit/financial aid application has been processed you will receive an Award Letter. This will list any merit scholarship or financial aid you are eligible for. You will have 4 weeks to make a decision on whether you will attend the program. To accept your award letter and finalize your registration you need to sign your letter through **DocuSign**.

Please direct any question/concerns to **Nancy Cole** at [ncole@joffreyballetschool.com](mailto:ncole@joffreyballetschool.com)

The guideline above can be found online at:

<https://www.joffreyballetschool.com/programs/nyc-trainee-programs/#registration-guidelines>

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## STEP 4: International Visa Application

New International Students Must Complete an International Visa Application and submit supporting documentation. The application is available at <https://joffreyballetschool.wufoo.com/forms/international-trainee-visa-application-20182019/>

Please email Liz D'Anna at [LDanna@joffreyballetschool.com](mailto:LDanna@joffreyballetschool.com) for further instructions and required paperwork.

- Copy of dancer passport
- Copy of dancer birth certificate
- Affidavit of Support
- Bank Letter and any other supporting financial documentation
- Proof of Health Insurance
- Copy of dancer signed award letter

## STEP 5: Additional Info

After you are registered you will be sent the following information

- Trainee Welcome Letter – Will be sent on July 1<sup>st</sup>
- Trainee Invoice – Will be sent on July 1<sup>st</sup>
- Trainee Calendar – Will be sent on July 1<sup>st</sup>
- Roommate Information – Will be sent on September 1<sup>st</sup>

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## Joffrey Ballet School Trainee Program Important Information

### REGISTRATION & FINANCIAL AID/MERIT SCHOLARSHIPS

- If you are applying for Financial Aid and/or Merit Scholarship, your place in the program is not finalized until you sign your award letter in **DocuSign**.
- If you are not applying for merit scholarship or financial aid than your space is confirmed in the program once your registration form has been completed and the \$150.00 deposit has been paid.
- Financial Aid Applications can not be processed until the FAFSA or FAST application have been submitted.

### HOUSING INFORMATION

- Housing is not required, but we do recommend new students who are not local to New York stay in the dormitory.
- Room assignments are made on a first come first serve basis
  - o The dormitory is made up of double rooms

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## STUDIO LOCATIONS

- Dancers will have class either at the Joffrey Ballet School (434 Ave of the Americas, NY NY 10011) or Joffrey Dance Center (7-10 Austell Place, Long Island City, NY 11101)

## PAYMENT INFORMATION

- Dancers on payments plans must follow JBS payment policies as outlined below
  - o Tuition is due the 1<sup>st</sup> of the month.
  - o Payments not received by the 1<sup>st</sup> of the month will be assessed a \$100 late fee for each day the payment is late starting on the 2<sup>nd</sup>.
  - o Dancers will be removed from class starting on the 5<sup>th</sup> of the month until payment is received.
  - o If payment is not received by the 15<sup>th</sup> of the month the dancer will be removed from the performance for the semester
  - o Two instances of late payment will result in the expulsion of the dancer.
  - o These policies will be strictly enforced. Please be sure that you are able to follow them if you enroll in the program as exceptions will not be made.
- Please refer to the tuition/housing refund policy outlined below:

## TUITION REFUND POLICY:

A student who cancels within 7 days of signing the enrollment agreement, but before instructions begins receives all monies returned with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for:

1. The non-refundable registration fee; plus
2. The cost of any textbooks or supplies accepts; plus
3. Tuition liability as of the student's last date of physical attendance.

Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

### A. FIRST TERM

<b>If Termination occurs</b>	<b>School Keeps</b>
Prior to/during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After the fifth week	100%

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## B. SUBSEQUENT TERMS

If Termination occurs	School Keeps
During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the fourth week	100%

## LEAVES OF ABSENCE

The Joffrey Ballet School will only grant a leave of absence in extenuating circumstances, such as an accident, prolonged illness or the death of a relative.

All request for a leave of absence must be made in writing, and if approved, such approval will also be in writing. If the student fails to return on the agreed upon date, the student may be dismissed and a refund calculation will be performed. A retention upon return will be performed when the leave extends beyond 30 days.

- Housing Refund Policy:** All housing paid to the school is non-refundable after it has been paid regardless of whether the program in question has begun. By registering for the program you are committing yourself to the full rental costs for the school year. Upon withdrawal you will be liable for the remaining balance. There is only one exception to this policy. If a new student is able to fill the vacancy then the remaining balance due from when the new student moves in will not be charged.

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