2026-2027 ACADEMY SEASON

cincinnati BALLET
OTTO M. BUDIG ACADEMY

STUDENT AND FAMILY HANDBOOK

ACADEMY PHONE: 513.562.1111
ACADEMY EMAIL: cbacademy@cballet.org

cincinnati BALLET OTTO M. BUDIG ACADEMY

SECTION ONE: ACADEMY STAFF AND CONTACTS

Cincinnati Ballet's Otto M. Budig Academy Student and Family Handbook is a collective resource for students and families outlining the policies governing Academy programs at Cincinnati Ballet. Please note: The Academy reserves the right to terminate, amend or modify its policies at any time, for any reason, and with or without prior notice. The Academy will attempt to provide reasonable notice of any changes or additions to policies. Any questions or comments about this handbook should be directed to the Academy Administrative Office.

ACADEMY CONTACT INFORMATION

At the Otto M. Budig Academy, we understand communication is key in providing an exceptional experience for students and their families. For questions, concerns or general inquiries, the best way to get in touch with us is via the contact information below:

Main Academy Telephone: 513.562.1111
Main Academy Email: cbacademy@cballet.org
Academy Website: www.cballet.org/academy
Academy Mailing Address: Cincinnati Ballet
Attn: Otto M. Budig Academy
1801 Gilbert Avenue
Cincinnati, OH 45202

Academy Administrative Office Hours: Monday - Friday 9:00 AM to 5:30 PM
Please note phone calls and emails made or sent over the weekend will not be received and returned until the following Monday.

For absence reporting, please connect with the Academy Administrative Office through one of the following channels:

Absence Notification Online Form: Absence Notification Form OR
Absence Notification Phone Line: 513.562.1111 Option 1

Because multiple staff members have access to the above communication channels, they give us the best opportunity to respond to you quickly.

ACADEMY + EDUCATION STAFF

Need to get in touch with a specific staff member? Below is a list of our administrative staff and full-time faculty along with their contact information.

Ginger Johnson
Vice President of Academy + Education
Phone: 513.562.1125
Email: gjohnson@cballet.org

David Morse
Academy Director
Phone: 513.562.1135
Email: dmorse@cballet.org

Elizabeth Metz
Registration Services Manager
Phone: 513.562.1133
Email: emetz@cballet.org

Jackie Smith
Student Services Manager
Phone: 513.562.1120
Email: jsmith@cballet.org

Elise Elliott
Resident Faculty
Phone: 513.562.1119
Email: eelliott@cballet.org

Rhodes Elliott
Principal, Professional Training Division
Phone: 513.562.1118
Email: relliott@cballet.org

Tina LaForgia Morse
Resident Faculty, Advanced Division
Phone: 513.562.1109
Email: cmorse@cballet.org

Kate Stark
Community Partnerships and Programs Manager
Phone: 513.562.1128
Email: kstark@cballet.org

Sirui Liu
Associate Principal, Ensemble
Email: sliu@cballet.org

Kimberley Stewart
CincyDance Coordinator
Phone: 513.562.1124
Email: kstewart@cballet.org

OTHER IMPORTANT CONTACTS

Cincinnati Ballet Welcome Center: 513.562.1100
Cincinnati Ballet Box Office: 513.621.5282

ACADEMY + EDUCATION INSTRUCTORS

INCLUDES ALL ACADEMY + EDUCATION PROGRAMS AND DIVISIONS

Donna Anderle
Oliver Arana
Calyn Baker
Ashley Baszto
Nikita Boris
Jackie Damico Amador
Kiersten Edwards
Isabele Elefson
Noah Elsaesser
Kerry Enders
Megan Flynn
Sarah Ford Thompson
Jeri Gatch
Sienna Glaze
Donna Grisez
Sasha Hart
Ayako Hasebe Lloyd
Nicole Hershey
Julius Jenkins
Mary Kamp
Sophie Kussman
Daimy McInroe
Judith Mikita
Mae Miller
Victoria Morgan
Nicholas Motley
Sawyer Pardo
Patty Pille
Jennifer Rutherford
Rowan Salem
Isabella Smith
Cassidy Steele
Rose Sunila
Daniel Wagner
Sierra Wilkerson
Michelle Ziegler

STUDENT EXPERIENCE REPRESENTATIVES

The Academy's Student Experience Representatives (SERs) serve as ambassadors of Cincinnati Ballet's Otto M. Budig Academy, assisting students and families during class hours on evenings and weekends. SERs are present to support the following:

- Create a welcoming environment for Academy students and families
- Monitor students in the non-studio spaces at the Center for Dance
- Help ensure students and families uphold the Academy's policies and conduct standards
- Support students who arrive late and escort them to their respective studios
- Assist Academy leadership and other Center for Dance staff in response to emergency situations that arise

EMERGENCY AND CLOSURE UPDATES

In the event of severe weather or unexpected events requiring Academy or building closure, the Otto M. Budig Academy does its best to keep Academy families informed via the following channels:

Cincinnati Ballet Website: www.cballet.org/academy
Text: Please see "Remind Messaging Service" section below

Should severe weather or unexpected events occur or be imminent, we encourage you to check in frequently throughout the day as closure status may change pending information from our trusted sources. In the event of Academy closure due to such events, students are welcome to engage in make-up class opportunities.

STUDENT AND FAMILY CONTACT INFORMATION

In order to provide the best service to our students and families, it is essential the Academy has current and updated contact information for all enrolled students. In an effort to be environmentally friendly, we communicate primarily by email and through Remind, a school messaging service. As such, ***it is imperative the Academy has an accurate and frequently checked email address and cell phone number on file***. We highly recommend families add Academy email addresses to their address book so communications don't get lost in transit.

It is each family's responsibility to provide and update contact information as well as read all emails and newsletters from the Academy Administrative Office. This is especially important in the event of an emergency. Failure to provide current contact information may result in your student's ineligibility for Academy programs or performances or your account being sent to collections if we're unable to be in touch regarding payment issues or concerns.

If you've previously unsubscribed from Cincinnati Ballet marketing emails, you'll miss out on important Academy messaging, including our monthly newsletter and announcements about how to register for upcoming programs and events. We *strongly* encourage you to visit the link below and ensure the "Academy Youth Classes and Programs" box is checked for your email address: https://cballet.prospect2.com/f/3

REMIND MESSAGING SERVICE

Cincinnati Ballet uses Remind as a key communication channel with all Academy families. Remind is a free messaging tool that allows families to receive simple communications via push notification, text message or email. We believe great communication is key to success and will use Remind for short reminders, timely notifications, emergency alerts, and other simple but crucial messages that will help you stay on top of what's going on with your student's dance education.

The Academy will create accounts for all parent/guardian contacts (or students if 18 and older) and set you up to receive notifications for your student's classes. Returning families should receive notifications when they have been added to this season's class(es) in the relevant Remind groups. New families, please expect an email or text message directly from Remind with instructions on how to access and use your account. If you are prompted to enter a Student ID number, please skip that question, as the Academy does not assign ID numbers to students. Should you wish to add additional adult contacts, please email cbacademy@cballet.org. Later this fall, we'll extend an optional opportunity for our oldest students to sign up to receive Remind notifications, too. More details will follow via email.

If you've used Remind in the past (through Cincinnati Ballet or another entity like your dancer's academic school) and unsubscribed from texts and/or emails, you may not be able to receive our messages. Updating your notification settings in your Remind account will allow you to re-subscribe, or to change how you receive messages. To learn more, please read this support article: https://help.remind.com/hc/en-us/articles/206430755-Change-your-notification-preferences

SECTION TWO: ABOUT OUR PROGRAMS

As the official school of Cincinnati Ballet, the Otto M. Budig Academy shares the following vision, mission and beliefs with Cincinnati Ballet's professional Company.

OUR VISION: Cincinnati Ballet is recognized as a premier ballet company, acclaimed for inspiring excellence through the power of dance, attracting world-class artists, and building a supportive and diverse audience.

OUR MISSION: To enrich, expand and excel in the art of dance through world-class performance, a high-caliber academy, and impactful education and engagement from local to global communities.

OUR BELIEFS: We believe dance expresses a humanity that can be felt by everyone.
We believe collaboration ignites new possibilities.
We believe a disciplined approach is essential to success and creativity.
We believe in creating a culture of belonging.

COMMUNITY COMMITMENT

Dance is for everyone by everyone.

Cincinnati Ballet is committed to making the Company reflective of our community onstage, backstage, and in our offices, studios, classrooms, and boardroom.

We welcome and celebrate cultural differences and all socioeconomic backgrounds, and we embrace our responsibility to provide and prioritize access, inclusion, and belonging.

We are passionate about creating innovative, reflective, and accessible art. We will continue to create a professional and educational environment that is a safe place for expression for anyone who intersects with our organization. Through our inclusive environment, we empower everyone to share their unique stories, points of view, and ideas as we continually learn, improve, and develop.

ABOUT THE ACADEMY

CINCINNATI BALLET'S OTTO M. BUDIG ACADEMY

With a mission to enrich lives, inspire excellence and cultivate community through the power of dance, Cincinnati Ballet's Otto M. Budig Academy serves the greater Cincinnati area through world-class dance education programs. Whether students aspire to dance as a profession or pursue it as a personal passion, we believe dance training allows them to unleash potential that proves impactful in all aspects of their lives. Led by nationally recognized faculty, our guiding principles are to teach, challenge, and inspire the whole student to achieve their highest goals in a nurturing and positive environment.

We offer:

- Pre-professional training
- Children's and youth dance programs
- Adult dance and fitness classes
- Dance education for K – 12 schools
- Adaptive dance programs

As the official school of Cincinnati Ballet, the Otto M. Budig Academy offers intimate access to the region's preeminent professional ballet company. Academy students train in the same spaces as our professional dancers, have opportunity to perform in mainstage Company productions, receive exclusive invitations and discounts, and connect to invaluable mentorship and career resources. The up-close connection to our professional dance community creates extraordinary student experiences and memories that last a lifetime.

CHILDREN'S DIVISION

CHILDREN'S DIVISION
Open to students ages 2-7 (as of September 1, 2026).

The Children's Division of the Otto M. Budig Academy is designed to inspire a life-long love of dance for students ages 2 – 7. Through age-appropriate curriculum, students build confidence and capacity in their physical potential while imagination and artistic expression develop their unique sense of creativity. The fundamentals of classical ballet are gradually introduced, setting students up for success as they graduate into the Preparatory Division.

For more information, please see our website at www.cballet.org/childrens-division.

PREPARATORY DIVISION

PREPARATORY DIVISION
Open to students based on placement assessment.

The Preparatory Division of the Otto M. Budig Academy explores the beauty and rigor of classical ballet while cultivating the technique, musicality, and artistry that support continued growth in dance. Students in the Preparatory Division develop strong foundations in dance technique to support their future advancement into pre-professional training or the pursuit of other passions in dance.

For specific level and course requirements, please see our website at https://cballet.org/preparatory-division.

YOUNG DANCER DIVISION

YOUNG DANCER DIVISION
Open to students based on placement assessment.

The Young Dancer Division elevates the potential of ambitious students who have found their passion in dance. Pointe work is introduced as students advance their skill in both ballet and other dance styles for a well-rounded dance education. Artistic expression takes on increased focus, and students begin developing their knowledge of style and repertoire.

For specific level and course requirements, please see our website at https://cballet.org/young-dancer-division.

ADVANCED DIVISION

ADVANCED DIVISION
Open to students based on placement assessment.

The Advanced Division equips aspiring dancers with comprehensive pre-professional training aimed at preparing students for future careers in dance or collegiate pursuits. Advanced Division students continue to refine their technical knowledge and capacity while exploring their unique gifts as performing artists. Faculty mentorship becomes more regular as students consider their personal goals in dance.

For specific level and course requirements, please see our website at https://cballet.org/advanced-division.

OPEN ELECTIVES

OPEN ELECTIVES
Open to students ages 10-17 (as of September 1, 2026).

The Academy's Open Electives feature flexible and diverse class options for students ages 10 – 17. The elective courses are designed to support students who may be interested in a single class as an enhancement to other pursuits or who are looking to design a more individualized course schedule.

For specific details, please see our website at https://cballet.org/open-electives.

PROFESSIONAL TRAINING DIVISION

PROFESSIONAL TRAINING DIVISION
Open to students by invitation for dancers on the cusp of professional careers.

Cincinnati Ballet's Professional Training Division is an elite training program designed to support the transition from student to professional dancer. Through full-day training, participants are immersed in a course of study aligned with the artistic standards of Cincinnati Ballet's professional Company and focused on developing each student's professional aptitude. Participants perform their own repertoire and may be invited to perform with Cincinnati Ballet's professional Company at the discretion of the artistic staff.

Acceptance in the Professional Training Division is by invitation only. Candidates are those who have potential to seek professional employment but would benefit from additional study. Students are selected by Academy leadership through the Academy's Advanced Division, Cincinnati Ballet's Summer Intensives and our national audition tour.

For more information, please see our website at http://www.cballet.org/professional-training-division.

CB MOVES

CB MOVES
Open to students ages 4 and up based on placement assessment.

CB Moves is designed to foster a love of dance and creative expression for individuals with specific needs. With curriculum designed in consultation with the Division of Occupational Therapy and Physical Therapy at Cincinnati Children's, we offer a variety of classes for students from age four to adults and seniors. Led by qualified faculty and experienced physical therapists, our CB Moves team is deeply committed to safely supporting all participants as they explore the rich benefits of movement, music and a highly engaged student community.

For specific details, please see our website at https://cballet.org/cbmoves.

ADULT DIVISION

ADULT DANCE + FITNESS DIVISION
Open to students ages 16 and up.

Cincinnati Ballet's Adult Dance + Fitness Division is designed to keep you in motion with a wide variety of dance-inspired workouts and classes at the Margaret and Michael Valentine Center for Dance. Taught by expert faculty in a relaxed environment, classes are offered on a flexible, drop-in basis in a range of styles from Ballet and Modern to Barre Fitness and Street Dance. Whether you're exploring dance for the first time or have years of experience, our Adult Dance + Fitness Division connects adults at all levels to the best Cincinnati Ballet has to offer.

Academy students who are 16 or older are eligible for discounted pricing for all Adult Dance + Fitness classes.

For available classes, schedule and pricing, please visit us at https://cballet.org/adult-dance-classes.

SECTION THREE: PROGRAM POLICIES AND EXPECTATIONS

The Otto M. Budig Academy desires to partner with students in their own success. Over the years, we have found a key to success is setting clear expectations designed to benefit both the individual dancer and the student body as a whole. The policies below govern Academy programs at the Center for Dance and are intended to ensure overall student engagement and integrity in training.

ATTENDANCE

Consistent attendance is an essential part of Academy training. Students are expected to attend all registered classes and miss only when necessary. Regular attendance ensures curricular continuity, builds confidence in the material, reinforces retention of corrections, and supports the collective progress of the class. Patterns of absence, whether excused or unexcused, directly impact a dancer's technical progression, level placement, and performance eligibility, and may prompt a conference with the student and family.

Official class attendance is taken by instructors at the beginning of class. Should a student need to miss class, please complete the absence notification form or contact the Academy Administrative Office via the channels below so we can alert their instructor and make a note on attendance sheets.

Absence Notification Online Form: Absence Notification Form OR
Absence Notification Phone Line: 513.562.1111 Option 1
Please note these channels are primarily checked from Mon – Fri 9:00 AM to 5:30 PM.

It is especially important for students to stay home if they are sick or exhibiting contagious symptoms. Your respect for this policy is important to the safety and wellness of all students, faculty, employees and dancers of Cincinnati Ballet. Cincinnati Ballet reserves the right to remove a student from class or rehearsal in the event the student exhibits any signs of illness or contagious symptoms, including but not limited to COVID-19, influenza, strep throat, pink eye, or rash. Cincinnati Ballet also reserves the right to require a statement from a physician verifying a student is well enough to return to classes or rehearsals. Further details are outlined in Section Four: Health and Safety Guidelines on page 16.

Should a student be absent for any reason, they are welcome to request a makeup class during another class time in their same level or a level lower. Makeup classes allow students to keep pace with the momentum of Academy curriculum, safely build physical strength and maximize the value of their tuition. Because class sizes are limited, students should request to participate in a makeup class and receive approval prior to arrival to ensure the class size allows for them to participate. Makeup class requests may be completed when submitting the Absence Notification Form. Otherwise, please contact the Academy Administrative Office at cbacademy@cballet.org or 513.562.1111 to schedule a makeup class for your student.

Please note:

- Missed classes for any reason are not eligible for refunds.
- Excessive unexcused absences that are not made up may, at the discretion of Academy leadership, be grounds for dismissal. In this event, families are still responsible for the full price of annual tuition.
- Once Spring Production preparations begin, consistent attendance in designated performance classes and rehearsals is vital. Dance is an ensemble art form, and individual absences directly impact the entire cast's spatial spacing, rehearsal momentum, and overall performance readiness. Absences that compromise rehearsal cohesion, student safety, or adequate preparation may result in modified staging or withdrawal from the production.

STUDENT ARRIVAL AND PICK UP

The faculty and staff of the Otto M. Budig Academy have limited ability to supervise students outside the studio. As such, it is imperative families adhere to the arrival and pick up guidelines below in order to ensure each student's safety and well-being.

Preparatory, Young Dancer, and Advanced Divisions and Open Electives: Drop off and pick up in the circular drive on Gilbert Avenue is encouraged. Students should plan to arrive no earlier than 20 minutes prior to the start of class. Click here to see a map with parking details. Students may enter through the Artistic Entrance on the west side of the building or proceed to the front main entrance on Gilbert Avenue. Upon arrival, students should proceed to the Academy Lounge until their instructor is present to take them to their studio. Advanced Division students are permitted to proceed upstairs to their studio independently no earlier than 15 minutes prior to the start of class.

Children's Division: Children's Division students should arrive at the Center for Dance 5 – 15 minutes prior to the start of class. Students should be escorted into the Center for Dance by a parent or adult caretaker who should remain with them in the Parent and Family Lounge until their instructor is present to take them to their studio.

All students should be picked up promptly at the end of class. In the event of a rare emergency and a parent or guardian cannot pick up their student immediately after class, please contact the Welcome Center (513.562.1100) to inform the Welcome Center staff and let them know an approximate arrival time. Failure to pick up students promptly after class will result in a late pick-up fee of $15 per half hour which begins accruing 15 minutes after the end of class. Chronic lateness may result in dismissal.

ACADEMY PERFORMANCES

Year-end performance and the opportunity to celebrate our students on stage are an important part of their dance education and development as young artists. As such, the Academy presents a series of season-culminating performances each year to showcase our students' accomplishments. These performances vary by division. Participation in each division's designated culminating performance is a required component of enrollment unless an exception is approved by Academy leadership.

Preparatory, Young Dancer and Advanced Divisions

Culminating Performance: Spring Production (May 2027)
Participation: Required

Students in our Preparatory, Young Dancer and Advanced Divisions come together each May to present our season-culminating Spring Production performances. In each level, students have a designated performance class. Performance classes act as a regular technique class during the fall semester and switch to focus on choreography during the spring semester. Beginning in April, students may be called to additional rehearsals during the four to six weeks leading up to Spring Production. These rehearsals will take place at the Center for Dance during after-school hours or on the weekends. Should your student's class require additional rehearsal, you will be notified well in advance. During production week (the week leading up to the performance), all students are required to attend production week rehearsals. Production week rehearsals take place primarily at our performance venue. For the benefit of the student as well as their fellow classmates, it is important students attend all rehearsals in order to be prepared for Spring Production. Once Spring Production preparations begin, consistent attendance in designated performance classes and rehearsals is vital. Dance is an ensemble art form, and individual absences directly impact the entire cast's spatial spacing, rehearsal momentum, and overall performance readiness. Absences that compromise rehearsal cohesion, student safety, or adequate preparation may result in modified staging or withdrawal from the production. In this event, the student is expected to

continue to attend all regular classes, and families remain responsible for the price of annual tuition. Please make sure to contact the Academy if your student needs to miss rehearsal.

Children's Division

Culminating Performance: Children's Division Spring Production (May 2027)
Participation: Required (for CD1 – Pre Ballet)

Children's Division instructors will begin incorporating Spring Production choreography and rehearsal into regular class time beginning in January. The only additional rehearsal time required for Children's Division students will take place the day of the performance at the theater prior to their designated performance time. Detailed schedules will be sent out in the spring.

STUDENT PERFORMANCE ENSEMBLE

The Student Performance Ensemble is a performance-focused program designed to provide young dancers with exclusive performance opportunities throughout the Academy Season. Participants will have the chance to showcase their talents through classical and contemporary pieces specially crafted for the Ensemble.

The Student Performance Ensemble is open to all fully enrolled students in Young Dancer Division 3 through Advanced Division B. There's no formal audition process. All students are encouraged to participate as long as they share a passion to perform and are committed to the rehearsal and performance requirements.

Interested students should contact the Academy Administrative Office at 513.562.1111 or cbacademy@cballet.org to complete a brief interest form.

YOUNG PERFORMERS AUDITION OPPORTUNITIES

One of the benefits of an Otto M. Budig Academy education is its strong connection to Cincinnati Ballet's professional Company. As such, students have opportunities to audition for select mainstage productions with the Company. Please check our website https://cballet.org/young-performers/ for audition notices. Some of these opportunities will be exclusive to Otto M. Budig Academy students while others may be open to the public.

It's important to note that while these audition and performance opportunities are a benefit of participation in the Academy, they are not directed by the Academy. By auditioning for and participating in these performances, students are engaging in a professional performance experience which is led and governed by the company's Artistic Department. Casting for all company productions is at the sole discretion of Cincinnati Ballet's Artistic staff. Academy faculty do not advise the Artistic staff in regard to casting. Students should be confident they can meet the rehearsal and performance expectations prior to auditioning. Students are also expected to remain engaged in their Academy classes and schedule makeup classes when necessary and possible. The rehearsal and performance process is an incredible artistic learning opportunity but should be coupled with their continued technical advancement through their Academy training.

OUTSIDE PERFORMANCE OPPORTUNITIES

Throughout the year, the Academy receives exclusive invitations to perform at events and festivals throughout the greater Cincinnati area. Casting for these performances is by invitation only and is at the sole discretion of Academy leadership. Participation in these performance opportunities may, at times, require additional rehearsal outside of regularly scheduled class time.

CLASS OBSERVATION

While parents and guardians are welcome to wait in the lobby of the Center for Dance for their student during class time, class observation is limited to two specific weeks each year. The Academy holds Family Observation Week twice per year: once in the fall and once in the spring. During these weeks, parents and guardians are invited into the studio to observe their student's class(es).

During Family Observation Week, we ask guests to adhere to the following:

- Please respect the seriousness of the studio classroom.
- Please no talking.
- Please silence and put away all cell phones.
- Please no laptops, tablets or other electronic devices in the studio during observation.
- Please wait for a class break to enter or exit the studio.
- Photography and videography are not permitted.

Parents and family members are not allowed in the studio at any other time unless expressly invited by a member of the Academy staff or faculty.

LEVEL PLACEMENT

CHILDREN'S DIVISION
All Children's Division students are placed according to their age as of September 1, 2026.

PREPARATORY, YOUNG DANCER, and ADVANCED DIVISIONS
Preparatory, Young Dancer, and Advanced Division students ages 8 and older are placed according to experience and physical readiness as evaluated by Academy faculty. As such, placement classes are required for these students. New students seeking placement in Academy programs should contact the Academy Administrative Office at 513.562.1111 or cbacademy@cballet.org to set up a placement class. The placement of students is at the sole discretion of Academy faculty. The Otto M. Budig Academy reserves the right to change the level placement of a student whenever appropriate.

OPEN ELECTIVES
Open Electives are open to all students ages 10 – 17. There's no placement class required and students should assess their own experience and comfort level for any elective class designating a specific level (beginning, intermediate, etc.)

PROFESSIONAL TRAINING DIVISION
Placement in the Professional Training Division is by invitation only and is at the sole discretion of Academy leadership. Academy leadership works in partnership with Artistic staff when assessing placement in the Professional Training Division.

STUDENT PROGRESS REPORTS

CHILDREN'S DIVISION
Following the conclusion of the Academy Season, Children's Division students will receive their placement for the following fall as reflective of their age by September 1, 2027, unless determined otherwise by the student's instructor in partnership with Academy leadership.

OPEN ELECTIVES
Open Elective students do not receive formal progress reports but are encouraged to connect with their instructor for constructive feedback in addition to what's offered inside the studio classroom.

PREPARATORY, YOUNG DANCER, and ADVANCED DIVISION
All Preparatory, Young Dancer, and Advanced Division students receive progress reports twice per year: once mid-way through the Academy Season and once near the conclusion of the Academy term. In their year-end progress report, students will receive their level placement for the following Academy Season.

A few notes on progress reports and level placement:

- **It is very common for students to repeat a level**. In fact, students should expect to repeat a level at least once during their training at the Academy. Moving through levels too quickly can have a detrimental effect on student training and can hinder progress at more advanced levels. For the safety and benefit of our students, we take proper level placement very seriously and strongly encourage parents to defer to the expertise of our faculty when placement decisions are made. We consider it our responsibility to work in the best interest of each student.
- **Readiness for pointe work is evaluated during the first few weeks of the Academy Season for students enrolled in Young Dancer Division Level 1.** Faculty consider the decision to place a student on pointe a serious responsibility. In keeping with that responsibility, the Academy strongly recommends all students receive a formal pointe evaluation conducted by TriHealth. Should faculty assess a student is nearing pointe readiness, the Academy staff will formally refer you to TriHealth for evaluation, but please wait until that time to do so. The final decision to place a student on pointe is based on classroom observation and the expert opinions of Academy faculty and leadership. Faculty must consider each student's safety and well-being on an individual basis, with regard to anatomical structure, injury prevention, strength, flexibility and technical ability.

PRIVATE LESSONS

At certain times throughout the year, the Academy has opportunity to support private instruction. Students desiring to enhance their Academy training through private instruction are welcome to do so with the understanding these opportunities may be limited and subject to the approval of Academy leadership. Private lessons are not required or expected but may be helpful for students looking to prepare for upcoming auditions, performances, or competitions, or to tackle specific technical challenges.

All requests for private instruction must go through the Academy Administrative Office. **Please do not approach individual instructors or Company dancers**. Private lessons are subject to additional fees and are available with designated Academy faculty members. Private instruction is available to current Academy students only and is subject to the availability of both instructors and studio space. Students wishing to pursue private instruction should contact the Academy Administrative Office at 513.562.1111 or cbacademy@cballet.org to obtain and review the full private lesson policy, fee schedule, request form and scheduling options.

EXTERNAL COMPETITIONS

Participation in external dance competitions is not part of the Academy's core curriculum and training pathway. Students considering an external competition should consult with Academy leadership prior to registering or representing Cincinnati Ballet's Otto M. Budig Academy. Academy support or representation is evaluated on an individual basis and is not guaranteed.

FACILITY USE

At Cincinnati Ballet's Margaret and Michael Valentine Center for Dance, students and families have a number of amenities available to them. In order to maintain the beauty and accessibility of our home, care for our facility is a joint responsibility shared by our Academy students and families. These amenities include:

Parent and Family Lounge: The Parent and Family Lounge is a public lobby space for parents, guardians and Children's Division students to use before or after class or for parents and guardians to use when waiting for their student. Guests in this space have access to Wi-Fi and easy proximity to public restrooms.

Loretta Motz Cook and David Cook Academy Lounge: The Academy Lounge offers space for students to stretch and warm up prior to class or to catch up on their academic studies before class or between rehearsals. Sections of the Academy Lounge may be designated as quiet areas. The Academy Lounge is prioritized as a student-only area for students in our Preparatory, Young Dancer, and Advanced Divisions and Open Electives.

Barbara M. Weyand Academy Locker Rooms: The Academy Locker Rooms are a space for students to change before or after class, store belongings and use the restroom. They are a student-only space and are reserved for students in our Preparatory, Young Dancer, and Advanced Divisions and Open Electives at this time.

The Center for Dance is used widely by the Company, staff and artistic partners. Students, families and patrons are expected to take care of the facility, dispose of trash and clean up after using any common spaces. Eating is permitted only in designated areas. Academy programs take place during regular Cincinnati Ballet business hours. Students and families should be sure to keep all pathways clear for the sake of other patrons and staff business. This includes student and patron belongings. While we want our Academy families to feel at home at the Center for Dance, we kindly ask they respect and be conscientious of business being conducted, especially around the Welcome Center and in the lobby, as we have a diverse array of patrons who need to utilize our spaces. Students and their families are not permitted to bring pets into the Center for Dance.

Access to the dancer lounge and administrative offices is restricted to dancers and staff. If a space or area is marked "Do Not Enter" or "Staff Only," students are expected to comply. Many areas throughout the building are monitored, and students found entering restricted areas may be subject to disciplinary action.

STUDIO USE

Studios are to be used for classes and rehearsals only. Students should remain in the lobby or the Academy Lounge until their instructor is present to escort them to class. Students may not use empty studios or be unsupervised in unattended areas of the building before or after class. Requests to use studios for private instruction or use should be shared via email with the Academy Administrative Office. Access to the second floor is reserved for students and dancers engaged in classes and rehearsals or guests attending a designated event.

Students are expected to use all studio and facility spaces respectfully. Studios, pianos, sound equipment, and other resources may not be used without faculty or staff authorization. Unauthorized use of studios or equipment is not permitted.

Eating, drinking or chewing gum in the studios is not allowed. Soda cans, bottles, cups or mugs will NOT be permitted in the studios. Students are permitted to have a spill-proof water bottle in the studio during class time. Any bottles left in the studio overnight will be thrown away. Students should refrain from wearing lotions, oils, perfumes, colognes, and other sprays which can make the studio floors slippery. Students should only wear ballet or dance shoes on studio floors – ***street shoes are not permitted.***

EMERGENCY PROCEDURES

In the event of an emergency, all students, parents and Cincinnati Ballet patrons should follow the instructions of Cincinnati Ballet staff and faculty. At key points within the Academy Season, students may be led through basic emergency response and evacuation procedures by their instructor.

TELEPHONES AND STUDENT CELL PHONES

Students who need assistance getting in touch with a parent or guardian are welcome to ask an Academy or Welcome Center staff member to make a call on their behalf. **While students may use personal cell phones before and after class, students must turn off and stow cell phones when entering the studio.**

PERSONAL BELONGINGS

Students should keep their belongings in designated areas. Please bring only what you need for class each day. Personal belongings—including bags, street clothes, and cell phones—must remain in designated hallway spaces or Academy locker rooms. Only class essentials, such as a spill-proof water bottle and instructor-requested equipment, are permitted inside the studio. Valuables should be left at home. The Otto M. Budig Academy is not responsible for lost, misplaced or stolen items.

Students should mark all belongings with their name in permanent ink. Items left behind will be placed in the lost and found. Lost and found receptacles will be emptied monthly and their contents will be donated to charity.

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SECTION FOUR: HEALTH AND SAFETY GUIDELINES

Cincinnati Ballet maintains certain health and safety guidelines for the benefit of all participating students, staff and faculty. All participants are expected to comply with the following:

- Students should assess for any symptoms of a contagious illness prior to entering the Center for Dance. Anyone exhibiting contagious symptoms should refrain from entering the Center for Dance and contact the Academy. At that time, Academy staff will work together with the student to determine return procedures.

Cincinnati Ballet monitors the recommendations of both the local and federal government as well as local and national health agencies. Cincinnati Ballet has the right to maintain or update its health and safety guidelines at any time.

ILLNESS AND RETURN CRITERIA

Any student exhibiting symptoms of a contagious illness should seek medical attention or testing to determine a diagnosis and if they are contagious to others. Following notification, Cincinnati Ballet will communicate isolation and return procedures accordingly.

Return Criteria:

- **People with a contagious illness** will need to quarantine for a specified period of time followed by mask usage (if applicable). They may return after the specified period as long as symptoms (if any) have significantly improved, they have been fever-free for 24 hours without the use of medication, and they continue to wear a mask (if applicable).

- **People identified as a close contact after exposure**, will need to self-monitor, or parent-monitor, for symptoms of the illness.

Transition to Virtual Learning: In the event classes must be suspended for a prolonged length of time, all classes will transition to a virtual learning platform.

Questions? Don't hesitate to contact us at cbacademy@cballet.org or 513.562.1111.

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SECTION FIVE: CLASSROOM AND STUDENT CONDUCT

Otto M. Budig Academy students have the distinct privilege of representing Cincinnati Ballet throughout the course of their training. In line with Cincinnati Ballet's belief that a disciplined approach is essential to success and creativity, the following expectations of classroom and student conduct have been adopted and govern student behavior in all Academy-related environments. This includes but is not limited to classes, rehearsals, performances, events and activities taking place both in person and virtually. The purpose of these policies is to ensure the fair and equitable treatment of all people and to ensure the efforts of students and staff remain focused on the professional development of dance artists.

STUDENT CONDUCT

Students are expected to conduct themselves in a courteous and respectful manner at all times and to adhere to the following:

Respect for Others: Students are expected to respect others' space, property, rights, well-being and dignity. Students are to be respectful and considerate of other groups using the Center for Dance and shared performance venues.

Respect for Authority: Students must listen to and follow instructions given by Academy staff and faculty.

Respect for Self: Students are expected to care well for themselves and to refrain from any activity that could threaten their physical, emotional or mental health.

Students are forbidden from engaging in the following behavior:

- Violation of any law
- Verbal, written, online or physical harassment of any individual
- Threatening behavior or intimidation
- Sexual harassment
- Self-destructive or endangering behavior
- Lying, cheating or theft
- Destruction of property
- Bullying
- Drug or alcohol use or possession (including attending any Academy event under the influence)
- Smoking or vaping
- Possession of firearms, weapons, fireworks or explosives
- Swearing, cursing or yelling
- Gambling
- Filming or photographing in changing areas or restrooms

DRUG, ALCOHOL AND TOBACCO POLICY

Students may not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, tobacco products, vapes or e-cigarettes, anabolic steroids, counterfeit or imitation controlled substances and drug paraphernalia.

Drugs: Consistent with state and federal law, the consumption, possession, use, and sale of illicit drugs, including the misuse (sharing, buying, or using in a manner different than prescribed) of prescription drugs, is strictly prohibited. The use of marijuana, in any form, is also prohibited. Students may not use, purchase, possess or be under the influence of illicit drugs or marijuana in class or at any Cincinnati Ballet related events or activities.

Alcohol: It is illegal for anyone under the age of 21 to drink alcohol in the State of Ohio. Any student who is of legal age may not use, purchase, possess or be under the influence of alcohol in class or at any Cincinnati Ballet related events or activities. Students of legal age may not purchase or provide alcohol for other students, either of legal drinking age or under. All underage students are prohibited from using, purchasing or possessing alcohol.

Possession of Tobacco: It is illegal for anyone under the age of 21 to consume tobacco products in the state of Ohio. A student who is of legal age may not use or possess tobacco products in class, on the Center for Dance campus or at any Cincinnati Ballet related events or activities. All underage students are prohibited from using, purchasing or possessing tobacco products. Prohibited products include, but are not limited to, cigarettes, cigars, pipes, hookah-smoked products, and oral tobacco such as spit/spitless, smokeless, chew, and snuff products. Products that contain tobacco flavoring or simulate tobacco use, such as electronic cigarettes and vapes, are also prohibited.

Violation of the Drug and Alcohol Policy is grounds for immediate expulsion. Violation of the Tobacco Policy is grounds for disciplinary action.

HEALTHY DANCER POLICY

At Cincinnati Ballet, we support, encourage and expect all students to make healthy and wise decisions regarding their physical, mental and emotional well-being for the benefit of their personal and professional advancement. Below are the Academy's expectations for student health and well-being.

Nutrition: Participation in Academy training requires a level of physical readiness that supports safe, sustained engagement. Students are expected to be well-nourished, hydrated, and physically prepared for these demands. Establishing strong nutrition and wellness habits is essential to successful participation. If a student shows signs of inadequate nourishment, significant fatigue, rapid or concerning weight loss, or other indicators that may impact their ability to train safely, the Academy may initiate a supportive review process. This may include conversations with the student and family, temporary modification of participation (such as observing class), and/or referrals to medical or wellness professionals. In some cases, students may be required to provide medical clearance confirming their ability to safely participate. If it is determined that a student is unable to safely meet the demands of the program, participation may be modified or paused. These measures are not disciplinary in nature, but are intended to support each student's health, safety, and long-term well-being.

Injury: Students who may be previously injured, who are injured during the course of Academy classes or rehearsals, or who are experiencing physical limitations should promptly inform Academy staff. Depending on the severity of the injury, Academy staff may encourage them to be seen by TriHealth or a medical professional. Together with the support of medical evaluation, student participation may be modified to support their recovery. To support both safety and consistency for injured dancers, students will be placed into one of the following participation categories:

- Full Participation: Student is cleared to fully engage in all assigned classes, rehearsals, and activities.
- Modified Participation: Student is cleared to participate with clearly defined limitations as determined and documented by a medical professional. Modifications should be consistent across classes and may not be self-selected on a class-by-class basis.
- Observational/Recovery: Student is not cleared to physically participate and is instead expected to observe all assigned classes, take notes, and remain engaged in the learning process.

Students are responsible for supporting their own physical health and recovery by properly caring for their injury and honoring their designated participation status. Students may not independently choose which classes or

rehearsals to participate in based on preference. Participation status is determined in consultation with Academy leadership and, when applicable, medical providers. A gradual return to full participation may be implemented as appropriate with a priority focus on return to classwork over rehearsal.

Students with minor or short-term injuries are expected to attend classes and learn through observation. However, in the event of a debilitating injury requiring a student to abstain from any level of dance training, students and their families should consult with Academy faculty and staff to determine a plan, including whether the student should withdraw (fully or partially) from classes and re-enroll when they are able to return to their dance training.

Mental Health: While dance training often focuses on physical health, Cincinnati Ballet also strongly encourages and supports the mental and emotional well-being of students. Students who may be struggling with mental or emotional well-being in relationship to their dance training are strongly encouraged to speak with Academy leadership. For concerns that don't subside with staff and faculty support, Cincinnati Ballet will arrange a parent conference and may refer students to professional counseling. If a student is found to be causing physical harm to themselves or if Academy faculty or staff have reasonable concern a student may cause physical harm to themselves, they will be referred to medical treatment and will be required to take a leave of absence for the benefit of their safety and recovery.

Cincinnati Ballet's Healthy Dancer Policy has been developed with the best interest of our students in mind. Students and families are expected to partner transparently with Academy leadership and medical professionals to follow agreed-upon wellness and participation plans. In instances where required medical or safety modifications are disregarded, participation may be restricted or suspended until safe training can be verified.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

Cincinnati Ballet believes in the power of dance to connect all people and as such is dedicated to the equitable, dignified and respectful treatment of all people in an environment free from harassment or discrimination. The Otto M. Budig Academy prohibits harassment of any kind to or by any persons including but not exclusive to instructors, staff, students, parents and persons doing business with the Academy. This prohibition includes harassment for any unlawful or discriminatory reason such as race, gender, national origin, disability, age or religion. This policy also prohibits actions which, while they may not be serious enough to constitute harassment in a legal sense, are nevertheless commonly understood to be abusive and disrespectful to others. Slurs, jokes, gestures, comments or rumors which are derogatory of a person's race, ethnic background, religion, gender, disability, sexual orientation, economic status or age are inappropriate for any Academy related event or activity. This policy extends beyond verbal and physical harassment to include any form of online or digital harassment or bullying. Bullying also includes but is not limited to acts of intimidation or threatening behavior. The subject of bullying need not be aware of commentary, threats or intimidation for such actions to be construed as bullying. Each person is responsible for exercising their own good judgment to avoid engaging in conduct which may be in violation of this policy. A person who believes they are the victim of discrimination or harassment or a person aware of discrimination or harassment of another person has an obligation to report the incident to Academy leadership. If a dancer only feels safe informing a parent or guardian, the parent or guardian should notify Academy leadership immediately so they have opportunity to address the situation and prevent further incident to the best of their ability. The matter will be dealt with confidentially with disclosure only to the extent necessary for fair resolution of the matter and only to those requiring immediate knowledge. Failure to comply with this policy will result in disciplinary action which may include removal from the program.

CLASSROOM CONDUCT AND ETIQUETTE

While the general student conduct policies outlined above apply to all environments, the following classroom conduct policies and etiquette also apply to the studio classroom. These policies have been created to support excellence in training and classroom experience as well as to introduce students to the time-honored traditions and discipline within dance. The Academy's highest aim is to support the education of each student and develop a respect within each of them for their art form, for their environment and for themselves. These policies are designed to set students up for success in any professional dance environment as these traditions create a universal standard amongst dancers throughout the world. Additionally, the Academy believes strongly that by engaging in the rigors of dance training, students develop lifelong skills in discipline, perseverance, creativity, teamwork and self-respect. As such, these policies further support the personal development of each student with lifelong skills that will serve them well in any professional or personal endeavor.

> *Please note: While Academy policies apply to all students, we understand younger students in our Children's Division program are in a different and crucial phase of their personal development. The Academy expects students in our Children's Division program to adhere to the general spirit of all conduct policies to the extent they are able and within the framework of their curriculum. Regard will be given to their age in any disciplinary issue.*

Students are expected to be on time if not early. Otto M. Budig Academy classes will begin promptly at the scheduled start time and students should plan to arrive between 10 – 15 minutes before class. If a student can't avoid being late, they should enter quietly and wait for permission from their instructor to enter the dance floor and after class, let their instructor know why they were late. Students arriving after a certain point may be directed to observe class as it may be physically harmful to jump into more complex exercises without a proper warmup. Class participation for late arrivals is at the discretion of the instructor. Chronic tardiness may be grounds for dismissal.

Respect the instructor and the pianist (if present). When the instructor and/or pianist walks into the room, students should stand quietly and be ready to participate in class. Prior to the beginning of class, students should inform their instructor of any injuries so the instructor can be properly attentive to any limitations. During class, students should behave in an open, disciplined and respectful manner. At the end of class, students may be led through a reverence (a bow or curtsy) by the instructor. This time-honored tradition in dance is a gesture of gratitude to the students for their hard work, and to the instructor for the class and wisdom offered. If a pianist is present, the instructor and students will share their reverence with them as well.

Follow directions and respect the authority in the room. The Academy faculty and staff are dedicated to the training and engagement of all students as well as their safety. As such, it is imperative students follow all directions and recognize it is the instructor's responsibility to run class, not theirs. Students showing disrespect or disregard for authority will be subject to disciplinary action.

Corrections are information, not criticism. Dancers are expected to receive feedback openly and make an immediate physical effort to apply it. Corrections given to an individual offer valuable insight to the entire room; students should stay actively engaged and apply adjustments even when an instructor is working directly with a peer. Students should apply the correction right away so they can receive additional guidance. Instructors and instructors only may correct students.

Respect your fellow students and the classroom environment. The Academy is committed to a safe, compassionate, and community-minded learning environment and expects students to encourage and support one another regardless of age or level. Students should extend the courtesy of space and attention when it is others' turn to dance. Distracting behavior disrespects fellow students who are there to learn and will not be tolerated. Should a member of the Academy

faculty feel a student is being disrespectful or disruptive to the environment of the classroom, the student will be asked to sit out of class. If the behavior continues and the student is asked to sit out more than two times, a parent (or guardian) conference will be scheduled with Academy leadership.

Participate fully in class. When students enter the studio, they should focus solely on their class. Students are expected to actively learn combinations and be prepared for a combination before the music starts. If they have any questions, they are encouraged to respectfully ask their instructor to clarify any points of confusion. When corrections are given whether to a specific individual or to the whole group, students should practice them, even if the instructor's attention is focused on another student. Students should not sit during any part of class unless invited to do so or approved to observe due to injury. Once a student sits due to injury, they should remain seated for the remainder of class. It is too dangerous to jump back into complex combinations or rehearsal.

Don't engage in side conversations. Students should refrain from talking in class unless the instructor is speaking to them or they have a question regarding the combination. Side conversations are a distraction not only to those engaged in conversation but also to the other students in the room as well as the instructor. Students who talk during class will receive a verbal warning and then may be asked to sit out of class.

Follow the dress code for your level. Students should abide by their designated dress code for all classes and rehearsals with hair neatly pulled up and tightly secured. If an instructor offers specific permission for alternative attire, students are encouraged and welcome to follow suit. All warmups must be removed prior to the start of class, and leg warmers are not permissible unless necessary due to an injury that has been previously discussed with the instructor. Absolutely no jewelry (except for small earrings) may be worn during class or rehearsal. Students found in violation of the dress code will receive a warning on the first occurrence. All future occurrences may result in the student being asked to sit and observe class.

Use the restroom prior to class. Students are expected to use the restroom before class begins. Students who need to use the restroom during class should quietly ask their instructor. Upon returning, students should pause at the studio door and wait for the instructor's acknowledgment before entering so class work remains undisrupted. Documented medical accommodations will always be supported.

Personal belongings should be safely stowed outside the studio. Personal belongings—including bags, street clothes, and cell phones—must remain in designated hallway spaces or Academy locker rooms. Only class essentials, such as a spill-proof water bottle and instructor-requested equipment, are permitted inside the studio.

Stow away your cell phone and electronic devices. Cell phone usage is strictly prohibited inside the studio at all times. This includes the short break between barre and center as well as technique class and pointe class. Cell phones should be turned completely off and not on vibrate. Should a student need access to their cell phone due to an emergency outside of the studio, individual consideration may be made following consultation with the instructor. Students are prohibited from using ALL electronic devices while in the studio during class time – this includes, but is not limited to, laptops, tablets, cell phones, smart watches, gaming devices, music devices and cameras. Students found violating this policy may have their cell phone or device confiscated and/or be subject to disciplinary action.

Leave food, beverages and gum outside the studio. Chewing gum inside the studio is strictly prohibited. Not only is it disrespectful but dangerous as well. Students caught chewing gum will be dismissed from class. Food and any beverage other than water are also prohibited. Students should be sure to consume any snacks prior to class and should not leave the studio for snacks during the break between barre and center. If a medical condition requires exception to this policy, students and/or parents should be sure to notify the Academy Administrative Office and their instructor.

Students found violating classroom conduct policies will be subject to the appropriate level of disciplinary action as outlined below. The level of disciplinary action is at the sole discretion of Academy leadership.

DISCIPLINARY ACTION

It's the hope and desire of Academy faculty and staff that engagement in the rigors of Academy training, the desire to pursue professional aspirations and a respect for all individuals keep students from any type of conduct infraction. However, students found in violation of any student conduct policy may be subject to any one of the following disciplinary actions:

- Verbal or written warnings
- In class detention (observation only)
- Loss of privileges
- Fines
- Referral to counseling
- Suspension from classes, rehearsals or performances
- Parent or guardian conferences
- Dismissal from class
- Loss of scholarship
- Probation
- Expulsion
- Required leave of absence

The level of disciplinary action is at the sole discretion of Academy leadership. Serious infractions may result in immediate expulsion. The Otto M. Budig Academy is not required to provide prior warnings to students and may, in its sole discretion, advance to more severe actions, including expulsion. In the event of any of the above, families are still responsible for the full cost of annual tuition.

SECTION SIX: STUDENT DRESS CODE

For the benefit of uniformity in the classroom, and even more importantly, to allow instructors to appropriately spot technical errors and offer constructive feedback, the Otto M. Budig Academy requires all students to follow the dress code outlined below and to be attired in the uniform for their designated level. The Academy uniform should be worn at all times unless an instructor offers specific permission to adjust.

Students arriving to class without their designated uniform will receive a verbal warning from their instructor on the first occurrence. Any future failure to arrive to class in uniform may require the student to sit and observe class.

ALL STUDENTS

The following dress code policies apply to all students regardless of age or division:

- Students should arrive at the studio with their dance clothes on underneath street clothes or cover-ups. We strongly discourage students traveling to and from class wearing only a leotard.
- No jewelry (other than small earrings) or watches may be worn during class or rehearsal.
- Sweatpants, baggy shirts, unitards, etc. are not permitted inside the studio.
- All warmups should be removed prior to the start of class.
- Leg warmers may be worn only with instructor approval to support a specific injury.
- Skirts may be worn only by students in Young Dancer Division Level 1 and above during pointe or variations.
- All class attire should be clean and free from runs, snags or holes.
- Students should be free of body odor. Please no perfume or perfumed lotions. Students should refrain from wearing lotions, oils, perfumes, colognes, and other sprays which can make the studio floors slippery.
- Hair must be neat, securely fashioned to the head and away from the face.

Ballet Class:

☐ Academy uniform leotard for specific level/division*
☐ Pink or flesh-tone tights, pink or flesh-tone ballet slippers and pink or flesh-tone pointe shoes (as applicable)
Tights must be worn underneath the leotard and should cover the feet
☐ Skirts, no longer than mid-thigh, may be worn for pointe and variations classes
-OR-
☐ Academy uniform shirt
☐ Black tights or leggings
☐ White ballet shoes with white socks or black ballet shoes with black socks

**Academy uniform leotards are available exclusively through Cincinnati Ballet. To review leotards by level or division or to purchase, click HERE.*

Contemporary: CB uniform with tights, black shorts or black fitted pants. Students should be barefoot, in socks or may wear foot thongs if desired.

Modern: CB uniform with black tights, black leggings or black dance pants worn over leotard. Students should be barefoot with hair in ponytail if schedule allows. Please have socks and a long-sleeved shirt on hand as needed.

Jazz or Musical Theater: CB uniform with tights, black shorts or black fitted pants. Students should also wear black jazz shoes.

Tap: CB uniform with tights, black shorts or black fitted pants. Students should also wear black tap shoes.

Conditioning: CB uniform with convertible tights rolled up and bare feet. Students should also have a TheraBand and yoga mat.

PARTNER RETAILERS

The Academy is happy to partner with local dancewear retailers who offer exclusive discounts to our students. These retailers have the requisite expertise to make recommendations on sizing, fit students for pointe shoes and order directly from suppliers if a student requires a unique size or item. Please note, Academy uniform leotards and dance shirts are available exclusively through Cincinnati Ballet.

NORTHERN CINCINNATI:

Diana's Dancewear of Cincinnati
8958 Blue Ash Road
Cincinnati, OH 45242
513.792.0970

Vera Nova Dance and Theatre Boutique
306 W. Main Street
Mason, OH 45040
513.234.0416

NORTHERN KENTUCKY:

Ballet Boutique
240 Main Street
Florence, KY 41042
859.692.3970

The above retailers proudly offer a 10% merchandise discount to Otto M. Budig Academy families. Please be sure to let them know you are an Academy student when making a purchase.

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SECTION SEVEN: REGISTRATION AND PAYMENT POLICIES

At the Otto M. Budig Academy, we aspire to apply policies consistently and fairly but please know we also understand extenuating circumstances. Contact us if you have questions or concerns.

REGISTRATION

Registration is for the **full Academy year** (August/September 2026 – May 2027). By registering for class, the registrant is securing a space in class and is financially responsible for that space regardless of the registrant's attendance. Should the registrant's situation change post-registration, there are several withdrawal and refund options available which are outlined below. We strongly encourage you to read through them carefully.

All registrants must attend the classes for which they originally registered, unless an official schedule change request form is completed and approved.

PRO-RATED TUITION

Students who enroll after the start of October are eligible for prorated tuition, which is automatically reflected during online registration.

CLASS CANCELLATION

Classes not meeting the minimum enrollment requirement of 6 - 8 students by the fourth week of the term may be canceled or put on hold until this minimum is met. Students who are registered for the canceled class will be contacted, and all attempts will be made to re-register these students into comparable classes. If the student's schedule does not permit enrollment in another class, a refund of the tuition paid (less the cost of classes taken) will be issued.

SCHEDULE CHANGES

Students desiring to change their class schedule or elective course selection must do so by submitting a Schedule Change Request Form. Speaking to your instructor is not sufficient notice to alter your schedule. Schedule Change Request Forms must be approved through the Academy Administrative Office. Once approved, students and their respective instructors will be notified. Schedule Change Request Forms are available on our website HERE. The final day to submit Schedule Change Request Forms is January 15, 2027.

WITHDRAWAL AND REFUND POLICIES

Students desiring to withdraw from classes must submit an Early Withdrawal Form to the Academy Administrative Office. Informing an instructor does not qualify as formal notification of withdrawal. Failure to return to class does not constitute withdrawal. You will continue to be financially responsible for the full price of annual tuition until your student formally withdraws *and* meets one of the criteria designated below:

1. The registrant's preferences change, and a Withdrawal Form is submitted to the Academy Office within one of the following Early Withdrawal Periods:

    a. Fall Early Withdrawal Period: The first 2 weeks of the Academy Year or the first 2 weeks (14 days) after registrant enrolls, if enrolled after the start of the Academy Year

b. Winter Early Withdrawal Period: The first 2 weeks of 2027 (January 1-14)

2. The registrant receives a new medical diagnosis designating a serious illness or injury indicating it is medically unsafe for them to remain in the program without significant jeopardy to their ongoing health, and a Withdrawal Form is submitted with a signed physician's notice within four weeks of the onset of the condition. Minor illnesses or injuries allowing for the registrant to receive treatment and safely participate in part, virtually, or learn through observation do not apply.

3. The registrant's family relocates, and a Withdrawal Form is submitted with documentation of family relocation within four weeks of relocation.

Families will continue to be financially responsible for the full price of annual tuition unless the above circumstances apply. Registrants qualifying for withdrawal in the above categories will be refunded or relieved of payments for the prorated amount of future classes following their withdrawal date. The prorated tuition for the time registrants were registered through their withdrawal date is nonrefundable in all circumstances.

Withdrawals and refund requests must be made in writing (by submission of the Early Withdrawal Form available on the Academy's website) and, in the event of illness or injury, must be accompanied by a doctor's note indicating it is the doctor's medical opinion the registrant should abstain from dance training. While the Academy appreciates verbally notifying a member of the faculty or staff of intent to withdraw, written documentation is required. Failure to return to class does not constitute withdrawal. No refunds or relief of future payments will be granted for missed classes for any reason.

In the event of Academy closure due to severe weather or other unexpected events such as power outages or emergencies affecting the Center for Dance, refunds are not available, but students are welcome to engage in make-up class opportunities.

The Early Withdrawal Form may be found on our website HERE.

TUITION PAYMENT PLANS

In order to serve the diverse array of financial needs of Academy families, the Academy offers three payment plan options for your consideration and use:

☐ **Payment in Full**: Due August 15, 2026 or upon registration
Families electing the pay in full option receive a 5% discount on tuition.
☐ **4-Payment Plan:** Due August 20, October 20, and December 20, 2026, and February 20, 2027.
☐ **8-Payment Plan:** Due August 20, September 20, October 20, November 20, and December 20, 2026, and January 20, February 20, and March 20, 2027.

By default, all plans are set up to automatically charge the card used during registration on each deadline. You can change your card on file or turn off auto pay by contacting the Registration Services Manager, but please note non-automatic plans are subject to a one-time $40 fee.

Automatic plans with multiple failed authorizations will be adjusted to customer-initiated plans (and assigned the $40 fee) after meeting one of the following thresholds:

- The card on file is unable to be charged two payment deadlines in a row
- The card on file is unable to be charged three payment deadlines total

TUITION DISCOUNTS

The following tuition discounts are available to eligible families:

☐ **Pay in Full Discount**: Families who select the pay-in-full option noted above are eligible for a 5% tuition discount.
☐ **Sibling Discount**: Families registering more than one student are eligible for a 5% discount on all core class tuition.

Discounts are for tuition only and do not apply to Registration or Spring Performance Fees.

TUITION PAYMENTS

Payment by credit card:

- Credit card payments can be made online through our online payment portal: https://cballet.org/academypayments/
- Please call the Registration Services Manager at 513.562.1133 to pay by credit card or change your card on file.
- For all accounts not paid in full at the time of registration, the credit card on file will be automatically charged on the due dates designated on your selected payment plan.

Payment by check:

- Please make checks payable to Cincinnati Ballet
- Checks may be mailed to: The Otto M. Budig Academy
  Attention: Registration Services
  1801 Gilbert Avenue
  Cincinnati, OH 45202

Families should be sure to refer to their last emailed statement for any tuition balance owed. To protect the integrity of our families' financial information, Welcome Center staff and Student Experience Representatives do not have access to student invoices or financial records. Account questions should be directed to the Registration Services Manager at emetz@cballet.org or 513.562.1133.

DELINQUENT ACCOUNTS AND DECLINED PAYMENTS

Please mark your calendar for payment dates and take an active role in making payments on your account. Should you have an issue with your scheduled payment date, please contact the Registration Services Manager in advance. We understand that occasionally extenuating circumstances apply, and we will do our best to work with you.

Delinquent accounts and declined payments are subject to the following fees and actions:

- A late fee of $40 will be charged to your account if we have not received payment ten days past your due date.
- A $40 fee will be charged for all declined credit card transactions. Please ensure the Academy Administrative Office has accurate credit card information.
- A $40 fee will be charged for all returned checks.
- Repeated declined card errors on an automated payment plan may result in a change to a non-automatic plan at the discretion of the Academy administrative staff.
- If payment has not been received one month past your payment due date, your student will not be permitted to participate in class until the past due balance is paid.
- Students with accounts not paid in full by April 15, 2027 will not be permitted to participate in Spring Production, and their accounts may be sent to a collection agency.

QUESTIONS OR CONCERNS

Our hope is to provide both you and your student with a safe and rewarding experience. Any questions or concerns you may have are welcome. Please contact the Academy Administrative Office at cbacademy@cballet.org or 513.562.1111 so we have opportunity to address them.