

GETTING STARTED

Follow the registration link from your placement email or the Academy website to view a list of classes or packages available at your student's level. Select your schedule of choice (electives will come later!) and you'll be prompted to log in to your account.

New families can create an account easily on the login page. For returning families, accounts have been created for all primary and secondary parent/guardians. If you're not aware of your login credentials, please use the **Forgot Password** link to recover access to your account.

If you're logged in, you may notice some questions in your registration form have already been answered. Please update anything that's changed so the Academy has the most accurate information to communicate with you and serve your student well this year.

REGISTERING MULTIPLE STUDENTS

Once you've selected classes for one student, you'll have the opportunity to **Register Another Person**. Registering your whole family in one order ensures you're only charged the registration fee once, plus you'll see a 5% sibling discount on all tuition reflected in your cart at checkout.

FEES & PAYMENT PLANS

At the time of registration, you'll be charged a \$35 nonrefundable Registration Fee (per family) and a Spring Production Fee per in-person student (\$95 for Children's Division, \$120 for Main Division) which is nonrefundable after January 15, 2021. When you reach your cart, you can choose between several payment options.

Pay in Full: Payment charged on September 1, or (for those registering later) the next scheduled payment date. If you select this plan, you're eligible for a 5% discount on your tuition. During checkout, you'll see this discount noted as an April payment. Following completion of online registration, our Registrar will formally adjust your bill.

4-Payment Plan: Payments in September, November, January, and March.

8-Payment Plan: Payments in September, October, November, December, January, February, March, and April.

Note: When you register online, your payment plan will be set up to automatically charge the card used during registration. You can change your card on file or switch to a customer-initiated plan at any time by contacting the Academy Registrar.

ACCOUNT CREDIT

If you currently have credit on your Cincinnati Ballet account from 2019-2020 tuition adjustments or performance or event cancellations, you're welcome to use that credit to pay for Academy tuition. The online registration form includes an opportunity for you to give us instructions regarding your account credit, so keep an eye out!

WAITLISTS

Once a class or level is full or close to full, we'll open an opportunity through the same registration pathway to register for a waiting list (at no cost). To do this, select the waitlist option online and complete the registration form. If a space becomes available, you will be contacted and given the opportunity to register and pay at that time. If you'd like to register for your second-choice schedule in the meantime, you can do this by taking advantage of the **Register Another Person** button on the Registration Summary page.

QUESTIONS?

If you're having trouble with online registration, we'll do our best to help! And you're always welcome to register using a paper form, available by request. Please don't hesitate to contact us.

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