

# REGISTRATION & CLASS POLICIES

## Tuition and Registration Information

To register for classes, use the online registration system or call HITS Theatre at 713.861.7408. Registration is on a first-received, first-enrolled basis until the maximum class size is reached. By registering online, you agree to pay FULL TUITION for the entire session. Only registered students may attend classes.

## Refund/Cancellation Policy

Requests for refunds or cancellations must be submitted in writing seven days prior to the first day of the class to be eligible for a refund, less a \$50 non-refundable processing fee. Should a class be cancelled due to insufficient enrollment, any tuition paid will be fully refunded. No refunds if class must be cancelled due to natural disasters, such as weather events or epidemics.

## Returned Check Policy

Payments made by check that are not honored by the bank will incur a returned check fee of \$25 in addition to the amount of the check.

## Attendance Policy

Students must sign in on the Sign In Sheet every day located at the Front Desk. Given the performance-based curriculum, we encourage students to be present every day. Complete attendance will ensure a better experience for the student because they will have more rehearsal time with their instructors and fellow cast members. We understand unexpected conflicts arise and we ask that you keep us informed as soon as you anticipate any changes to your child's schedule.

## Drop Off/Pick Up Policy

Parents can walk their students into the theatre or may drop off their students on the theatre side of the street using the Drop Off/Pick Up Lane designated with signage. All students must sign in when entering the building. Students should arrive no earlier than 15 minutes before the start of class. When entering the building, please use the east door labeled "Entrance."

All students must be signed out before leaving the building. Parents can sign out their student two ways: parents can walk in and sign out their student at the front desk or parents can pull into the Pick Up Lane. Parents will receive a car sign with their student's name to place on the dash board. A volunteer will then escort the student to the car. When exiting the building, please use the west door labeled "Exit."

All students will wait inside after they are dismissed from class until either their parent comes into the theatre to pick them up or a volunteer escorts them to their parent's vehicle in the carpool lane. If you are running late, please call the Front Desk (713.861.7408) and let a HITS Staff member know.

**REMINDER:** Parking is unavailable in the Junior Forum Lot (on the northeast corner of Rutland and 18th Street) and in the Church lot (on the southeast corner of Rutland and 18th Street).

It is HITS' policy that once a student enters the theatre, they are not able to leave the theatre for any reason without their parent or guardian. Parents may use the Drop Off and Pick Up Lane to pick up their student after class but they must come inside the theatre to pick up their student early.

### Inclement Weather Policy

Our class cancelation policy coincides with HISD's policy: if HISD schools in the area are closed and classes are canceled due to inclement weather, HITS will be closed as well.

If the weather conditions of the Heights area are stable and roads are drivable, we will normally have class. If class is still in session, however, and you live in an area that has been subjected to heavy rains and/or high water, we ask that parents use their judgment and stay safe.

Class Cancelation Notices will also be announced on our website under the "Class Section" of our home page as well as on our Facebook (HITS Theatre) and Twitter (@HITSbackstage) pages.

Inclement Weather Contact Information:

Phone: 713.861.7408

Email: [info@hitstheatre.org](mailto:info@hitstheatre.org).

### Notice of Non-Discrimination

HITS Theatre admits students of any race, color, national and/or ethnic origin, sexual orientation and /or gender identity to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and/or ethnic origin, sexual orientation and /or gender identity in the administration of its educational policies, admissions policies, scholarship programs and other school-administered programs.