

Hula Halau 'O Nalua ~ 'Ote'a 'Api

Halau Guidelines

REGISTRATION All students are required to be registered online with the Halau. Students under 18 years of age must be registered online by Parent or Guardian. Information on how to process registration online may be obtained by sending an email to halaunalua@gmail.com

CLASS FEES / TUITION Statement Invoices are emailed at the end of each month which includes class enrollment, tuition, etc. Tuition payments received after the **10th** will incur a **\$10 late fee**. Additional fees may be charged to unpaid balances at end of trimester.

NOTE: Accounts over 90 days PAST DUE may be turned over to Collection Agency and all charges will be added to account

Class payments by credit card are processed on the 1st of each month. Class payments submitted by cash are due on/or before the 10th of each month to avoid a Late Fee. *Personal checks **not** accepted*

Halau calendar is divided into (3) trimesters:

1 st Trimester	January / February / March / April
2 nd Trimester	May / June / July / August
3 rd Trimester	September / October / November / December

AUTOMATIC RE-ENROLLMENT All students enrolled in a trimester are automatically re-enrolled for the next new trimester. **To avoid being charged tuition for first month of new trimester (non-refundable)**, an email must be sent to halaunalua@gmail.com requesting to terminate re-enrollment on/or before the last week of the current trimester. **(See Trimesters above)**

FAMILY RATES are available to families enrolling two or more members of family (ie, spouse, parent and child, siblings under 18 years of age) living in same household. Special Payment Plan available for students 18-24 yrs attending college full-time and living at home.

CLASS / ATTENDANCE Halau will be **CLOSED** on all observed Holidays. No adjustments in class fees for absenteeism or when Halau is closed during observed holidays and trimester breaks. Make-up classes will not be offered, however, adjustments in class day and or time may occur to accommodate special events.

Attendance Sign-In Students are required to log-in on desk top computer provided in the Halau lobby for attendance. Parents of students under 13 yrs of age must log-in for child(children). Instructor will check-in students arriving 10-15 minutes after class has started since sign-in will be closed for log-in til the next class.

Adding Class(es) Students are required to submit email to halaunalua@gmail.com for approval to add class(es) during a trimester. Class fees will be adjusted at time of adding a class.

Dropping Class(es) Students are only allowed to drop class(es) at end of a Trimester. **Students dropping class(es) before end of Trimester will be required to pay tuition for all remaining months of trimester.** Students dropped from Halau for 2+ years will be required to retake Beginner Ori Workshop for Tahitian and/or Papa Awapuhi Hula Intro for Hula.

Temporary and Emergency Leave from Halau An email indicating reason and length of time for leave must be sent to halaunalua@gmail.com to be approved for temporary or emergency leave from Halau during a trimester. An Administrative Fee of **\$25** will be charged in lieu of full tuition for each month remaining in the Trimester if approved. Failure to notify Halau after four (4) consecutive absences will be cause for removal of student from enrollment with the Halau. An email must be sent to halaunalua@gmail.com for reinstatement.

(Note: Students enrolled in Halau less than one year requesting leave of absence or dropping class/course may be placed in a beginner class or required to retake workshop upon return.)

RECITALS – EVENTS – COSTUMES Students participating in Halau events are responsible for cost of costumes and are required to attend all scheduled rehearsals. **NEW: ALL** currently enrolled Students must update online Halau account selecting either **Performing YES** or **NO**. At beginning of each new year, ALL students with PERFORMING YES in their online Halau account will be charged for a new costume to be used throughout the year, excluding competition or special events (ie, Warriors). Due to limited supply of materials for costumes, students with PERFORMING NO will NOT be charged and will NOT be able to order costume for the year.

STUDENT CONDUCT **Halau Pride** should always be demonstrated during class and at all Halau events. Attitude of all Halau members is a reflection of what the Halau demonstrates and represents which is **Humility and Pride**.

TARDINESS Students arriving late are requested to enter class *quietly* to avoid disruption. Continued tardiness will not be tolerated.

VISITORS - PARENTS/GUARDIANS In respect to Kumu Hula / Instructors and students, visitors are **not allowed** during class time. Parents and/or guardians may be invited to observe class(es) at the discretion of Kumu Hula / Instructor. Parents and/or guardians of students under 18 years of age **are required** to wait in Halau Lobby or in car while child/children attending class(es) in case of an emergency.

Updated: September 2019