

Adding & Dropping Classes

- ANY CHANGES to class enrollment should be made before the 3rd of the each month to ensure that the monthly charge on the Studio Director Account is accurate.
- **ADDING A CLASS:** Follow the directions on The Studio Director site to add a class. Adding classes can be done by the account holder at any time. The student should meet the minimum age requirements for the class in order to add. After adding a class or classes, it is important to CHECK OUT to complete the registration and payment process. Failure to CHECK OUT will result in The Studio Director software NOT enrolling the student in that class. If a class is added after the 3rd of the month, the Studio Director software will charge only for those classes that remain in that month.
- **DROPPING A CLASS:** Contact BT-SLO to drop a class. Dropping classes can be done ONLY by BT-SLO staff.
- **DANCER INJURY:** Class enrollment that will be affected by an injury will be handled on a case-by-case basis regarding refunds or credits to Studio Director Accounts.