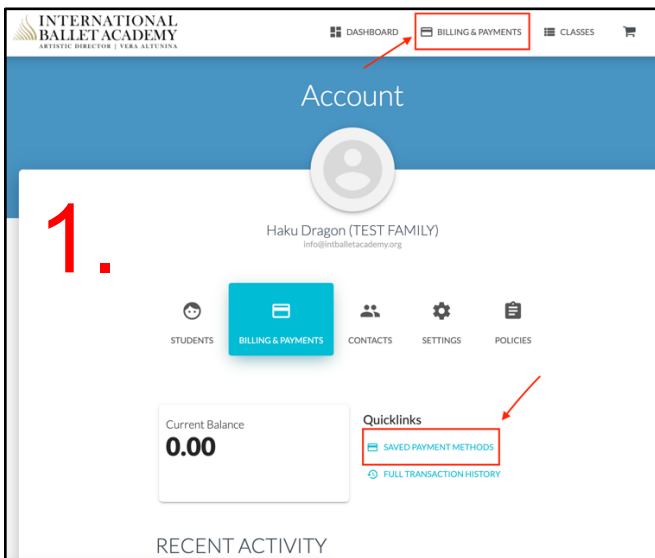


THE INTERNATIONAL BALLET ACADEMY Jackrabbit Dance Parent Portal

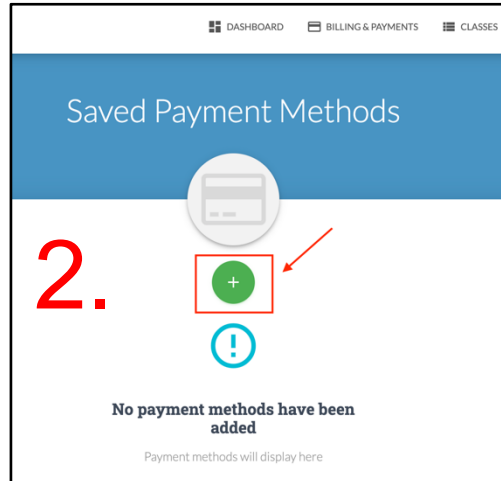
Please read this statement carefully as it contains important information regarding registration for upcoming programs at IBA. If you have any questions, please call the IBA front office at 425.822.7694. All registrations except Open Class and Professional Program registrations should be completed online via the IBA Jackrabbit Dance Parent Portal.

PAYMENTS:

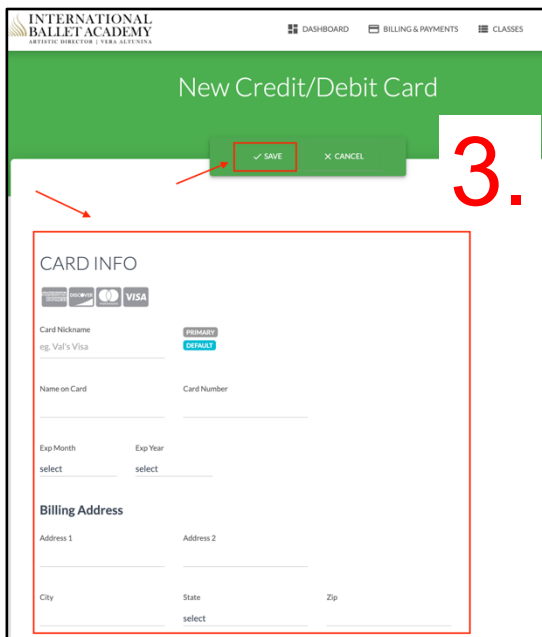
Payments can now be made via the Jackrabbit portal. Class tuition will be billed on a monthly basis for all students, with the exception of the professional program. To complete payments, please add your card details on your Jack Rabbit account in the parent portal. Upon entry completion, the office staff will finalize the steps needed to process your charges and send a receipt to the email on file.



1. Once signed into your Jack Rabbit account please visit the "**Billing Info Tab**" then select "**saved payment methods**" to enter your payment details.



2. To add a credit card, select the **green + button**



3. Enter card details and billing address then click on "**Save**".

Once all 3 steps are completed you are all set!

PAYMENTS:

Families are only responsible for adding their cards on file. Once a card is added, the office staff will finalize payments.

Tuition will be billed between the 1st - 8th of each month. Receipts will be sent via email to the billing contact email addresses on your Jack Rabbit account.

If you do not receive a receipt within 14 days of submitting your payment details, please contact the front office staff to confirm your account is set up correctly.

As a reminder, payment for semester tuition will only be accepted for professional programs, all other dancers will be billed on a monthly basis.

Portal Instructions:

1. If you do not have access to a computer and cannot complete your registration by your smartphone, please do not worry. We have devices at the IBA front desk and can assist you in completing the process when you are here on site at our facility.
2. Your dancer should have received a placement by the IBA Artistic Director for the upcoming year. If you do not have a placement, you will need to contact the IBA front office staff.
3. The level descriptions in Jackrabbit Dance will note if an audition or placement is required. This description will also offer you a little detail about the expectations for that program.
4. Should you register for any lesson into which you are not officially placed or for which your dancer does not qualify, you will be removed from that enrollment and placed in the appropriate program for your dancer's age group and experience.
5. Log into the parent portal to begin your enrollment.
6. Based on your dancer's placement level, select the appropriate program for your dancer(s). The description will give you a general idea of when the classes for each program should occur. Schedules are subject to change.
7. Complete all waivers/policies for participation in the IBA programs. These must be completed for every individual dancer, for each enrollment.
8. IBA office staff will receive your program selection, and then will place each dancer into their individual classes. for each program. Prior to the start of the new season, you will receive an official IBA class schedule by email for each of your enrolled dancers.

9. The total cost for enrollment will NOT be visible in your family portal. This tuition information is found in your placement packet and on the IBA website. Though you will be placing your classes in a “cart”, and it may appear as if you will “check out,” you should simply finish the registration process, but will not make any payments via Jackrabbit Dance. Simply add your credit card details under the “Billing info” tab and the IBA front office staff will take the final step to complete the process and send a receipt via email.
10. A 2023-2024 Academic Season registration fee will be applied to your account once you complete the registration process. If you have not already done so, please visit the “Billing info” tab to enter your payment details.
11. Finally, only the parent/guardian on record may complete online registration and waivers for dancers. No dancer under the age of 18 years old is permitted to use this portal.

The International Ballet Academy uses Jackrabbit Dance for their academy business. Jackrabbit Dance offers a way for us to give parents access to their account information. In addition, IBA uses Jackrabbit for registrations and to update academy policies. The IBA Parent Portal is a wonderful tool that we hope you will get familiar with and begin using right away.

What can I do with the IBA Parent Portal? In the parent portal, you will be able to see your payment information, any outstanding fees, student class information, family, and student information, etc. You will be able to update family information to make sure it is current, and even send communications to IBA staff. You are also able to register for upcoming sessions through this parent portal.

Jackrabbit Login Link:

<https://app.jackrabbitclass.com/portal/ppLogin.asp?id=515768>

You may also click on the "Forgot your password" link to have a temporary password sent to your email address. Reset the password to any password you choose. If you need assistance with this step, the IBA front office staff can also have a temporary password sent to you.

Technical Support Issues? Please call [425.822.7694](tel:425.822.7694), or email officeadmin@intballetacademy.org.