



Alaska Junior Theater's Reservation & Cancellation Policy

Adopted by the Alaska Junior Theater Board of Directors 8/9/1999

Deposit

A \$28 non-refundable deposit, which is applied toward your final payment, demonstrates your commitment to attending the show for which you are registered. With each \$28 deposit, you will receive one free ticket. A deposit also ensures priority placement in your reservation status if there happens to be a waiting list.

Payment

Full payment is required three weeks prior to the performance date. The deadline for payment will be shown on the Confirmation/Invoice form you receive from Alaska Junior Theater that presents the date and time of the show for which your class is scheduled. Your accurate number of students and adults attending the show is also due with the payment. Please remember that anyone occupying a seat—students, teachers, parent volunteers, chaperones—must pay the \$7 price for that seat.

Late Payments/Payments at the Door

If you have not paid by the payment deadline, you will be emailed a reminder and perhaps telephoned. Teachers who do not arrange to pay at that time will be removed from their priority spot, allowing those on the waiting list an opportunity to attend. Any payment received at the door will be subject to a \$1.00 processing fee per ticket for any seat that is available (for example, ticket prices are \$7 in advance and \$8 at the door for any available seats). This policy will not apply to teachers on the waiting list who are notified within two weeks prior to the performance about an opportunity to attend.

Reservation Changes

All changes in numbers or cancellations must be given **no later than three weeks prior to the performance week**. You may make changes to your reservation at anytime prior to the payment deadline; however, we must receive payment and your final number of attendees by the payment deadline. **No refunds will be given for any changes made after this date, with the exception of school closures or show cancellations.**

Unused Tickets

If a student is sick or absent on the day of your scheduled performance, you may use that student's seat for another individual (student, parent, teacher's aide, principal, etc.), but there will be no refunds issued for unused tickets.

Scholarship Assistance

We have limited scholarships available for students who need financial assistance to attend. Please contact Alaska Junior Theater at 907-272-7546 for more information.