

The Dance Academy 2011-2012 Enrollment Form

Date of Enrollment		
Name of First Student		First Student Birth Date
Name of Second Student		Second Student Birth Date
Name of First Contact/Guardian, relationship to student		1st Contact Phone (Cell / Home)
Name of Second Contact/Guardian, relationship to student		2nd Contact Phone (Cell / Home)
Address		Home Phone
City	State	Zip
Email Address (to receive communication)		Student Dance Level
Class	Day	Time
Class	Day	Time
Class	Day	Time
How did you hear about us?		
Medical Conditions/Notes:		

I hereby authorize The Dance Academy at South Hill to charge my account the amount of \$ _____ on the first day of each month starting _____ and ending _____.

\$ _____ on November 1 for Costume* \$ _____ on April 1 for Recital Fee

\$ _____ -Registration Fee; \$ _____ -December costume; \$ _____ for June Recital Costume

I will give the school office one month's written notice from the first of the month to discontinue these charges.

Signature

Method of Payment

Visa MasterCard Checking Account – attach void check here

Card Number

_____/_____
Expiration Date

Card Holder's Name _____ 3 digit code: _____

First Month's Fee: _____ Ongoing Monthly Fee: _____

Only regular occurring monthly fees may be paid by auto-debit or credit card. Incidental fees such as dance wear and dance recital tickets must be paid by credit card, check, or cash at the studio.

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Policies and Procedures

Enrollment Fee: A non-refundable \$25.00 enrollment fee per student and \$10.00 for each additional student is required yearly at the time of enrollment, to be submitted with an enrollment form.

Payment by Automatic Bank Account Debit or Automatic Credit Card Charge: Tuition will be debited from your bank account or credit card on the 1st day of each month from September-June or charged to your credit card the 1st day of each month. You must sign an auto-debit or automatic credit card charge authorization form. Credit card or bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. Only regular monthly or annual fees may be paid by auto-debit or credit card. Incidental fees such as recital tickets must be paid by check or cash. A **\$25.00 processing fee will be charged for all returned checks.**

Withdrawal and Refunds: All tuition is prorated on a yearly basis from September to June. There is a two-month minimum for all lessons. The month of September is non-refundable. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must be done at the school office and not with the teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1. To withdraw from classes a parent or adult student must: 1. Inform school administration in person, and 2. Complete and sign a withdrawal form provided by the school office. All automatic bank debiting or credit card charges will stop after the one-month notice period.

Extreme Weather or Unexpected Interruption of Classes & Substitutions: If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons may be made up at another class time or may be added as make up classes at the discretion of the studio director. Please contact the office staff with any questions about additional class make up times. No refunds for lessons missed due to these reasons will be given. Tuition has already been prorated to adjust for holidays. Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the website at www.thedanceacademywa.com and the newsletter, and will be available for you to pick up at the front desk counter. It is the parent's responsibility to regularly check the schedule to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address or telephone number change.

Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

Dance Celebration (Recital) Fees: A spring recital is held toward the beginning of June. Costume and dance celebration fees for the year-end recital will be charged to your auto-debit or auto-credit card charge. Costumes are \$60.00 for children's sizes and \$75.00 for adult sizes. Costume fees will be deducted on November 1, 2011. *Pricing is subject to change due to material cost increases. *Some alterations or adjustments may be required for proper fitting. The Dance Celebration fee of \$35.00 will be deducted from all accounts on April 1. Two complimentary recital tickets are included with this fee.

Dress Code and Attendance: Proper dance wear and dance shoes must be worn to all classes. Please see the website or the front desk if you have any questions about dress codes and guidelines. Regular attendance and prompt arrival to class is necessary in order for classes to advance. If your child is going to be absent, we ask that you call the studio prior to their class time.

Care of Students: The school is not responsible for providing before or after class care for students. Parents with student under the age of 5 are to remain in the school during classes. Students are not to be left at the school for excessive time before or after class.

Release: The Dance Academy and its instructors/staff are not liable for the personal injuries, loss of, or damage to personal property. Parents, legal guardians of minors, students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during, or after class time. The undersigned gives permission to The Dance Academy, its owners and operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. I hereby declare any physical/mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health.

The studio reserves the right to suspend or dismiss any student whose attitude, attendance or conduct is found to be unsatisfactory. In such a case a refund for unused lessons will be given.

I have read the above policies and procedures and agree to adhere to all terms listed. I certify that I am responsible for all (check this box) payments and fees.

Student Name (Please Print)

Signature of Guardian or Adult Student

Date