

## 1. STUDENT INFORMATION

Student Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
 Academic School \_\_\_\_\_  
 Mother's Name \_\_\_\_\_  
 Father's Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ State \_\_\_\_\_

## 2. PHONE NUMBERS

Home \_\_\_\_\_  
 Family Cell \_\_\_\_\_  
 Student Cell \_\_\_\_\_  
 Mother's Work \_\_\_\_\_  
 Father's Work \_\_\_\_\_  
 Child Care \_\_\_\_\_  
 Relative \_\_\_\_\_

## 3. E-MAIL ADDRESS

Family E-mail \_\_\_\_\_ Student E-Mail \_\_\_\_\_

## 4. PLEASE LIST ALLERGIES

## 5. SIBLINGS ENROLLING IN THIS TERM

\_\_\_\_\_ Check here if siblings are also enrolling in the School Term. Please attach the sibling's registration form to this page.

## 6. ATTENDANCE AGREEMENT

- Attendance records are separate from bookkeeping records.
- Being absent on the tuition due date will not waive the late fee.
- Consecutive absences will not withdraw a student from the School Term, waive the agreed amount to pay, nor the obligation to pay.
- Dance Arts does not observe all school holidays or teacher-in-service days.
- Dance Arts prepares an advanced class calendar for each session to indicate when our facility will be closed.
- Dance Arts is not obligated to reschedule a missed class.
- Cancellations by Dance Arts will be rescheduled (possibly on a different day and time) and are non-refundable.

### INCLEMENT WEATHER POLICY:

- The studio will close only if the Bowling Green City Schools are closed due to inclement weather.
- We do not follow the decision of any other school system.

## 7. CLASS SCHEDULE AGREEMENT

- A class must have a minimum of 6 members to remain on the schedule.
- If a class has less than 6 members Dance Arts reserves the right to cancel the class time and find other suitable class times for the students enrolled.
- Dance Arts class schedule is revised daily to monitor availability based on the number of class members registered and the progression of the instruction.
- Always consult with the school's director for availability to confirm your class selection.

## 8. ADDING A CLASS

You may add a class at any time during the term without an additional registration fee, however you will need to do so by filling out an **ADD CLASS FORM** with a parent's signature to confirm agreed payment adjustments.

## 9. WITHDRAWAL PROCEDURES FROM ANY/ALL CLASS/CLASSES

- Not attending class or sending a verbal notice through a friend, relative, or dance classmate will not withdraw the student nor release parent's obligation to pay the agreed tuition amount.
- To withdraw a student from any/all class/classes parents must mail written notice to the school on or before the dates listed below with tuition paid in full for the payments specified.

### MAIL NOTICE ON OR BEFORE

September 15  
 November 15  
 January 15  
 March 15

### TUITION OBLIGATION PAYING NINE MONTHLY INSTALLMENTS

August & September  
 October & November  
 December & January  
 February, March, & April

### TUITION OBLIGATION PAYING IN 3 INSTALLMENTS

Installment One - August, September, October  
 Installment Two - November, December, January  
**Withdrawal Jan 15 is not an option**  
 Installment Three - February, March, April

## 10. ANNUAL SPRING CONCERT-PARTICIPATION OPTIONAL-REQUIRES SEPARATE REGISTRATION

- Students enrolled in the School Term before Nov 2009 will have the opportunity to perform in the Dance Arts Annual Spring Concert.
- The Spring Concert is a separate entity from enrollment in the School Term and participation is optional.
- Participation in the Spring Concert requires a separate Registration Form and payment agreement  
 Registration, cost, agreements, and procedures are discussed in forthcoming correspondence.

## 11.-15. REVERSE PAGE

**11. CONFIRM CLASS SELECTION**

- This is the total class hours for registration in the Dance Arts School Term.
- Registration in the Dance Arts Performance Troupe/Dance Company Program requires a separate registration form with a separate payment agreement.
- Baby Ballet is an independent program taught at Dance Arts and requires a separate registration form with a separate payment agreement.
- Dance Arts class schedule is revised daily to monitor availability based on the number of class members registered and the progression of the instruction.
- Always consult with the school's director for availability to confirm your class selection.

Class Code \_\_\_\_\_ = \_\_\_\_\_ hrs wkly    Class Code \_\_\_\_\_ = \_\_\_\_\_ hrs wkly  
 Class Code \_\_\_\_\_ = \_\_\_\_\_ hrs wkly    Class Code \_\_\_\_\_ = \_\_\_\_\_ hrs wkly  
 Class Code \_\_\_\_\_ = \_\_\_\_\_ hrs wkly    Class Code \_\_\_\_\_ = \_\_\_\_\_ hrs wkly

Total hrs wkly for this student = \_\_\_\_\_ hrs wkly

1<sup>st</sup> Sibling's Name \_\_\_\_\_ with hrs wkly transferred from their registration form = \_\_\_\_\_ hrs wkly  
 2<sup>nd</sup> Sibling's Name \_\_\_\_\_ with hrs wkly transferred from their registration form = \_\_\_\_\_ hrs wkly

**TOTAL FAMILY HOURS WEEKLY FOR TERM = \_\_\_\_\_ hrs wkly**

**12. DETERMINE TUITION COST BY TOTAL HOURS WEEKLY**

**PERFORMANCE TROUPE:** Requires a separate Registration Form, however cost is added into the School Term multiple class discount.  
**DANCE COMPANY:** Requires a separate Registration Form and Payment Agreement - Cost is **not added** into the School Term multiple class discount.  
**BABY BALLET:** Requires a separate Registration Form and Payment Agreement - Cost is **not added** into the School Term multiple class discount  
**ANNUAL SPRING CONCERT:** Requires a Separate Registration Form and Payment Agreement- Cost is discussed in forthcoming correspondence.

**TOTAL CLASS HOURS WEEKLY PER FAMILY MEMBERS**  
 Registration Fee  
 45 min to 1hr  
 1.5 to 2 hrs  
 2.5 to 3 hrs  
 3.5 to 4 hrs  
**OVER 4 HOURS**  
 add 30 to 45 min = 1 hr  
 add 15 min

**OPTION ONE PAY IN 9 MONTHLY INSTALLMENTS**  
**Due the 1st lesson in each month**  
 To Register = \$15 added to first payment  
 Term Cost = \$315 @ \$35 per month  
 Term Cost = \$495 @ \$55 per month  
 Term Cost = \$585 @ \$65 per month  
 Term Cost = \$675 @ \$75 per month  
**ADD TO THE ABOVE COST**  
 add \$22 per hr per month  
 add \$6 per month

**OPTION TWO PAY IN 3 INSTALLMENTS**  
**Due at Registration, Nov 1<sup>st</sup>, & Feb 1<sup>st</sup>**  
 To Register = \$15 added to first payment  
 Term Cost = \$300 @ \$100 per installment  
 Term Cost = \$480 @ \$160 per installment  
 Term Cost = \$570 @ \$190 per installment  
 Term Cost = \$660 @ \$220 per installment  
**ADD TO THE ABOVE COST**  
 add \$66 per hr per installment  
 add \$18 per installment

**CALCULATE TUITION COST:**

**CHECK ONE OF TWO PAYMENT OPTIONS:**

**AGREED TUITION AMOUNT TO PAY**

\_\_\_\_\_ **PAY IN 9 MONTHLY INSTALLMENTS**

\_\_\_\_\_ **PAY IN 3 INSTALLMENTS**

Term Cost = \$ \_\_\_\_\_ @ \$ \_\_\_\_\_ per month

Term Cost = \$ \_\_\_\_\_ @ \$ \_\_\_\_\_ per installment

**13. PAYMENT AGREEMENT**

- Tuition includes **31 LESSONS AND/OR REHEARSALS** meeting **WK OF AUG 17 '09-WK OF APR 19 '10** rather than for the number of lessons and/or rehearsals in a calendar month.
- There is a **\$15 REGISTRATION** fee per family for enrollment **IN THE SCHOOL TERM.**
- Lessons are **PAID IN ADVANCE**, are **NON-REFUNDABLE**, and cannot be credited to any other account.
- Tuition for classes in the School Term cannot be prorated for vacation time as in the Summer Term.
- **STATEMENTS ARE NOT MAILED. IT IS THE PARENT'S RESPONSIBILITY TO REMEMBER WHEN PAYMENTS ARE DUE.**
- **A \$10 LATE FEE** is added the **NEXT DAY AFTER THE DUE DATE.**
- Our bank service will no longer electronically redeposit return check.  
**RETURNED CHECKS** are subject to immediate collection with a **\$30 SERVICE FEE** added.
- Dance Arts may **TERMINATE CLASSES** for any student with payments **30 DAYS PAST DUE.**

**14. TO REGISTER:** Pay \$15 registration fee + 1st of 9 installments or 1<sup>st</sup> of 3 installments

Payment Includes: Registration Fee \$15 \_\_\_\_\_

Tuition \$ \_\_\_\_\_ for:    Aug   Sep   Oct            Nov   Dec   Jan            Feb   March   Ap  
CIRCLE THE TIME PERIOD THIS 1<sup>ST</sup> PAYMENT WILL COVER

Dance Wear \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ for \_\_\_\_\_

Total Amount Paid \$ \_\_\_\_\_

How Paid: Check # \_\_\_\_\_    Cash \_\_\_\_\_    Debit \_\_\_\_\_    Credit \_\_\_\_\_    DISCOVER    MASTER CHARGE    VISA  
RECORD CHECK #    CHECK ONE OF THE ABOVE METHODS TO PAY    FOR DEBIT OR CREDIT CIRCLE ONE OF THE ABOVE

**15. SIGNATURE REQUIRED**

**RELEASE/WAIVER:** I hereby release Dance Arts and its staff (whether paid or volunteer) from any liability occurring on or around studio premises or at any function held at other locations in connection with dance and/or tumbling classes in which the student (s) named is/are enrolled. I declare that the student (s) named is in good health and can participate in dance and/or tumbling classes with the knowledge that injury might occur. I do understand that Dance Arts is not responsible for the student (s) and/or siblings left unattended in the parking lot, studio lobby, restroom, and/or dressing room. I have taken the necessary steps to obtain accident, health and/or hospitalization insurance which would cover any sustained injury. In the event of any injury or emergency wherein I cannot be contacted, I so hereby authorize simple first aid and consent to an x-ray, examination, medical or surgical diagnosis, and treatment which is deemed necessary.

**CONSENT:** By my signature, I agree that Dance Arts may use this student (s) photograph in the routine promotion of its classes and activities.

**AUTHORIZATION:** I have read and will abide by studio policy and procedure regarding classes missed, classes cancelled, snow day policy, studio dress code, instructional organization, and in other communications listing additional policies or changes in policy. I authorize Dance Arts to enroll the person (s) named above a student (s) with Dance Arts. I have read and understand the foregoing agreement. I further agree to comply with the terms and conditions set forth.

**X PARENT OR GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_