

**The Dance Factory - Registration & Payment Agreement**  
Mail completed form to The Dance Factory, 107 W. Main Street, Buckhannon, WV 26201  
304-472-8291 [www.dancefactorywv.com](http://www.dancefactorywv.com)

Student's Full Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_  
Parent or Legal Guardian \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email: \_\_\_\_\_ Alternate Phone/Spouse Work \_\_\_\_\_  
Indicate the student's previous training, if any: \_\_\_\_\_  
Does your child have any health problems or special needs?  
\_\_\_\_\_

**Register my child for the following classes:** \_\_\_\_\_

**REGISTRATION/ACCOUNT MAINTENANCE FEE:** This fee is paid annually; \$10.00 per one student or \$18.00 for family accounts.

**TUITION & OTHER FEES:** Tuition is due in advance of any classes taken for the current month, but no later than the 15<sup>th</sup> of each month. Accounts not paid by the 15<sup>th</sup> will be assessed a \$5.00 late fee. Accounts not paid within 30 days will be assessed a \$15.00 late charge. The fee for return checks is \$20.00. **Monthly billing statements will not be issued.** Payments may be submitted directly to the studio or by electronic funds transfer. Please complete the authorization form for EFT payments if you choose to have your payment automatically debited from your checking or savings account.

**MISSED CLASSES:** Tuition will not be pro-rated due to missed classes. Make-up classes may be scheduled by contacting your child's instructor. Make-up classes must be taken within the current semester.

**WITHDRAWING FROM CLASSES:** Tuition will not be pro-rated if a student withdraws from classes before the end of the month. To terminate further billing of tuition charges, written notification must be submitted to **The Dance Factory, LLC at 107 W. Main Street, Buckhannon, WV, 26201.**

**COSTUMES/APPAREL:** There are no refunds on dance or gymnastics apparel or costumes ordered in the event a student withdraws from classes.

**DRESS CODE:** Students must follow the dress code as required for each class. The dress code allows students to participate fully and safely as well as be taught properly. Please review our policy brochure for dress code information.

I hereby request to register my child/children for classes at The Dance Factory, LLC. I, the parent or legal guardian of \_\_\_\_\_ hereby release The Dance Factory, LLC from any and all claims for damages or for injuries which may be sustained while participating in any activity connected with the studio. I have read and fully understand and agree to the terms of this Registration and Payment Agreement.

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Office Use:

Fall/Winter 2008 Semester/Registration Date: \_\_\_\_\_

Registration Fee/Account Maintenance Fee: Single Account \$10.00/Family \$18.00  
Date Paid \_\_\_\_\_ Check# \_\_\_\_\_ Cash \_\_\_\_\_

Total Class Hours \_\_\_\_\_ Total Tuition \_\_\_\_\_ Data Input to CDW \_\_\_\_\_ Initials \_\_\_\_\_  
Copy of Payment Agreement given to Customer \_\_\_\_\_