

## The Dance Factory - Enrollment & Registration for Classes 2011-2012

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

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Parents/Guardians \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ email \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Alternate Phone/Spouse Work \_\_\_\_\_ Spouse cell phone \_\_\_\_\_

Indicate the student's previous training, if any: \_\_\_\_\_

Does your child have any health problems or special needs?

Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_

**Dress Code:** Students must follow the dress code as required for each class. The dress code allows students to participate fully and safely. Please review our policy brochure for dress code information.

### Enrollment Information:

Student \_\_\_\_\_ Classes: \_\_\_\_\_ Hours per week \_\_\_\_\_

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**Total hours per week:** \_\_\_\_\_

### Wavier & Release

*I grant permission to the staff of The Dance Factory, LLC (the "studio") to take first aid and or emergency measures as judged necessary for the care and protection of my child while under the supervision of the studio. In case of medical emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency unit for treatment if the emergency unit deems necessary. I understand that in some medical situations the staff will need to contact the emergency resource before the child's parent, physician, or other person acting on the parent's behalf. I also understand and agree that the child's parents or legal guardians shall be responsible for any expense incurred. As the parent/legal guardian of \_\_\_\_\_, I agree to hold harmless from any and all liability the studio, its members, officers or employees, both in their professional capacity and personally for all injury or illness resulting from or in any way connected with his/her participation in the classes, activities or special events at the studio. I understand that it is the studio's policy that while under the supervision of the school no child is allowed to leave the building without a parent/legal guardian or the written permission of a parent/legal guardian and that the parent/legal guardian assumes full responsibility for the actions and behavior of the child. Parents/legal guardians give their permission to the studio to use photos and/or video of their child without remuneration in connection with studio publications, advertising, TV and news coverage.*

Signature of Parent/Legal Guardian \_\_\_\_\_

\_\_\_\_\_ Date

# The Dance Factory Payment Agreement 2011-2012

Parent/Guardian responsible for payments \_\_\_\_\_

Credit Card: \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

**Registration Fee & Tuition Payments:** A registration fee is due annually, \$15.00 for an individual student and \$20.00 for family accounts. The registration fee is due at time of enrollment. When registering for classes, the student(s) are taking a class place for the entire dance season: September, 2011, through May, 2012. The **Annual Tuition** is payable in seven (7) installments as indicated below in this agreement. The Annual Tuition has been adjust for the weeks in which we are not in session for classes. Payments are due on the 15<sup>th</sup> of the month. A late charge of \$10.00 will be assessed to all accounts not paid by the 25<sup>th</sup> of the month. The fee for returned checks is \$20.00. Tuition will not be adjusted or refunded for missed classes. If the student is reported absent by a parent/guardian, or classes are cancelled due to weather; make-up classes may be taken in the appropriate level as recommended by the instructor within the current semester. (We do not charge rehearsal fees. Extra rehearsals for performances are considered as make-up classes as students are receiving instruction.)

**Withdrawal from Classes:** All tuition payments are nonrefundable. If you withdraw your child/children from classes, you must submit a letter in writing to: The Dance Factory, LLC, 107 W. Main Street, Buckhannon, WV 26201 or email [TheDanceFactory@dancefactorywv.com](mailto:TheDanceFactory@dancefactorywv.com) to cancel subsequent billing of tuition. Tuition is not pro-rated if the student withdraws in the middle of the month.

**Registration Fees: Individual: \$15.00 Family: \$20.00**

The Total Annual Tuition: \$\_\_\_\_\_ is paid in seven (7) installments beginning September 15<sup>th</sup>, 2011, and ending March 25<sup>th</sup>, 2012. The amount of the installment payment is \$\_\_\_\_\_.

**Schedule of Installments:**

Fall Semester/Sept. 15<sup>th</sup>, Oct. 15<sup>th</sup>, Nov. 15<sup>th</sup>, Dec. 15<sup>th</sup>  
Spring Semester/Jan. 15<sup>th</sup>, Feb. 15<sup>th</sup>, March 15

**Costume Fees:**

Costume Deposits for the gymnastics exhibition and dance recital will be posted to your account in November in the amount of \$30.00 per each separate class attended by the enrolled student(s). You may choose to pay into your costume account from November, 2011 through April 30, 2012. All costume balances must be paid in full by April 30, 2012. If your child/children withdraw prior to the performance dates, you acknowledge financial responsibility for all remaining costumes balances.

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

Office Use: Registration Fee paid \_\_\_\_\_  
1<sup>st</sup> Installment paid \_\_\_\_\_ check # \_\_\_\_\_ cash \_\_\_\_\_