

REGISTRATION FORM/ AUTOMATIC PAYMENT CONSENT FORM
Studio Dionne School of Dance & Music

Date _____ Email _____

Student's Last Name _____ Student's First Name(s) _____

M F Birthdate: ____/____/____ Parent/ Guardian's Name: _____

Address _____

Street City State Zip
 Phone #: _____ Cell# _____ Work/Emergency _____

How did you hear about us: YP Post Card Internet Sign SP HIES DH CS Emory SF KZ

Referral _____ Other _____

Program: Music Dance Date Starting Lessons: _____

Instrument/Class(es) _____

Medical Condition(s): No Yes _____

Music Lessons Only

Lesson Day _____ Lesson Time _____ Lesson Length 30 min 45 min 1 hour

Method of Payment

Chequing Account – attach void cheque here

Visa Master Card _____

Card Number _____ Expiration Date _____
 Card Holder/s Name _____

FOR ADULT PROGRAMS ONLY: One year agreement 6 month agreement

I hereby authorize Studio Dionne School of Dance and Music to charge my account in the amount of

\$ _____ on the _____ of each month starting _____ and ending _____.

All charges will appear as Studio Dionne School of Dance and Music. I will give the school one month's written notice from the first of the month to discontinue these charges.

Signature _____

Only regular occurring monthly fees may be paid by auto-debit or credit card. Incidental fees such as accompaniment fees and dance recital tickets must be paid by cheque or cash

	Child/Adult	Color/Style	Size	Price
Ballet Shoes				
Jazz Shoes				
Tap Shoes				
Leotard				
Tights				
Skirts				
Jazz Pants				
T-Shirts				
Dance Bag				
Music Materials				

Total \$ _____

Signature _____

Dance Policies and Procedures

Registration: A non-refundable fee of \$30 per student is required yearly at time of registration.

Payment of Fees: Tuition must be paid by automatic bank account debit, automatic credit card payment, or a set of post-dated cheques.

Payment by Automatic Bank Account Debit or Automatic Credit Card Charge:

Tuition will be debited from your bank account on the 1st day of each month from August-May or charged to your credit card the 1st day of each month. The months of August and September are non-refundable. 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 fees may be paid by auto-debit or credit card. Incidental fees such as recital tickets must be paid by cheque or cash.

Payment by Post-Dated Cheques:

Tuition must be paid by a series of postdated cheques dated for the first day of each month (e.g.: Sept. 1, Oct. 1, etc.). Cheques should be made payable to Studio Dionne, School of Dance and Music. All cheques must be received upon registration to confirm lesson time. No lesson times will be confirmed without receipt of **all** post-dated cheques. Failure to provide all the postdated cheques will result in an extra fee of \$10 per month. All NSF cheques will be charged a \$30 NSF fee. The months of August and September are non-refundable.

Tee-shirt, Skirt and Costume Fees: All pre-jazz/hip hop, jazz, tap and hip-hop classes require a tee-shirt fee that must be paid upon registration. Kindergarten dance and ballet class skirt fees will be charged to your auto-debit or auto-credit card charge mid August. If you are paying with post-dated cheques, a cheque dated August 13 for skirt fees must be provided at time of registration. (If registering after September 1, tee-shirt and skirt fees must be paid at time of registration.) No refunds will be issued for skirt or tee-shirt fees. Costume fees for the year-end recital will be charged to your auto-debit or auto-credit card charge January 1. If you are paying by post-dated cheques, a cheque dated January 1 for the costume fee must be provided at time of registration. No costume fees will be refunded after this date even if a student withdraws from the school.

Withdrawal and Refunds:

Children's Programs: There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone. 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 unprocessed cheques, dated after the one-month notice period, will be returned. All automatic bank debiting or credit card charges will stop after the one-month notice period. Studio Dionne, School of Music & Dance, reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given. In no other instance will refund be extended.

Adult Monthly Programs: Early termination of the adult monthly program requires a payment of two months tuition for the six month agreement and four months tuition for the one year agreement.

Extreme Weather or Unexpected Interruption of Classes: If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due to these reasons will be given.

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.*

Dress Code: *Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. For safety reasons dancers are not permitted to wear jewelry. Long hair must be tied back.*

Attendance and Lateness: *The school reserves the right to have students who come late to class, sit out the class. Repeated lateness may result in termination of lessons. A minimum attendance level will be required. If a student misses more than 4 classes without written notices, the school reserves the right to terminate lessons. Students missing more than 4 classes after January will not be allowed to participate in the year-end dance performance.*

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 viewing days, performances, extra classes, and dates the school is open or closed. The school will post all such notices on the dance bulletin board as well as sending notices home with the*

students. It is the parent's responsibility to regularly check these boards 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 changes.

Care of Students: The school is not responsible for providing before or after class care for students. Parents with students 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.

Injuries: Parents, legal guardians of minor 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.

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.

Miscellaneous: Parents and adult students are to be aware that the school promotes healthy body image among the students. As such we approve if our teachers snack during the course of the teaching day. Parents are to be aware that dancing as a profession is physically demanding and proper body care is essential.

I have read and understand the above policies and procedures and agree to abide by them.

Date

Signature