

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 _____

Music Policies and Procedures

Registration:

A non-refundable fee of \$25 per student is required yearly at time of registration.

Payment of Fees:

Tuition must be paid by automatic bank account debit, or automatic credit card payment or a set of post-dated cheques for the complete teaching year.

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 September-June or charged to your credit card the 1st day of each month. The month of September is 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 accompaniment fees 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 month of September is non-refundable.

Withdrawal and Refunds:

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 for the months of September through April must occur within the first 7 days of the month. No withdrawals will be accepted after May 1. Withdrawals will not be accepted for the month of June. 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. To withdraw from lessons a parent or adult student must:

1. Inform school administration, 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. All unprocessed cheques, dated after the one-month notice period, will be returned. Studio Dionne School of Dance and Music 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.

Missed Lessons and Make-up Lessons:

Absolutely no make-up lessons will be given for missed lessons unless absence is due to serious illness and 24 hour notice has been given to the school office. Make-up lessons will be limited to 2 per teaching year and will require a doctor's note. No refunds are given for missed lessons. (School activities such as ski trips or programs, band trips, Spring Breaks that differ from our school's Spring Break, sports games, etc. do not qualify for make-up lessons.)

Extreme Weather or Unexpected Interruption of Lessons:

If the school must cancel lessons 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 attend a lesson. If a teacher is ill and the school cannot arrange a substitute any missed lessons will be made up.

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 asked to remain in the school during the classes. Students are not to be left at the school for excessive time before or after lessons.

Parent's Responsibility to be Aware of Dates and Events:

It is the responsibility of the parent or adult student to be aware of school activities such as recitals and dates the school is open and closed. The school will post notices on the music 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. If students wish to participate in music festivals or exams, it is the parent or adult student's responsibility to be aware of all exam or festival dates and deadlines. It is the parent or adult student's responsibility to take care of all fees with these organizations directly. It is also the responsibility of the parent or adult student to inform the school of any address or telephone number changes.

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 lesson activity or any other activity conducted by the students before, during, or after lesson 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.

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

Signature

Date