

The Dance Factory –Class Enrollment Fall/Spring 2014-2015

Student's Name _____ Age _____ Birthdate _____ Grade _____
 Student's Name _____ Age _____ Birthdate _____ Grade _____
 Parent/Guardian _____
 Address _____
 City _____ State _____ Zip _____ email _____
 Home Phone _____ Work Phone _____ Cell Phone _____
 Alternate Phone/Spouse Work _____ Spouse cell phone _____
 Student's previous training: _____
 Does your child have any health problems or special needs?

 Emergency Contact/relationship: _____ Phone _____

Registration Fee & Tuition Plans: A registration fee is due annually, \$20.00 for an individual student and \$25.00 for family accounts. The registration fee is due at time of enrollment. **Tuition Plans include: 1) Monthly Installments via debit checking or credit card, 2) Full year payment plan (5% discount). If paying in monthly installment the first installment is due at time of enrollment and the last installment is due by May 1st 2015.** Late Payments are subject to a late charge of \$15.00. The charge for insufficient funds is \$25.00.

Monthly billing statements will not be mailed. Tuition **will not** be adjusted or refunded due to missed classes caused by weather or other circumstances. We encourage students to make up missed classes by attending another class at the same or similar level. You must also complete a Payment Agreement at our business office for your child/children to be officially registered in classes. Enrollment forms and Payment Agreements must be completed before students attend the first class.

Withdrawal from Classes: All tuition payments are nonrefundable. If you add or withdraw your child/children from classes, you must contact or email the office and/or sign a change of enrollment form to: The Dance Factory, LLC, 107 W. Main Street, Buckhannon, WV 26201 to change or cancel subsequent billing of tuition.

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 guidelines for dress code.

Waiver & 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 may 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 studio, 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 TDF publications, website and Facebook; advertising, TV and news coverage and performances.

SIGNATURE OF PARENT/LEGAL GUARDIAN _____ **Date** _____

Student1	Classes	Hours	Tuition
Student2			

PAYMENT AGREEMENT 2014-2015

Registration Fee & Tuition Payments: An annual registration fee is due at time of enrollment. The registration fee for one student is \$20.00 and the fee for family accounts is \$25.00. (A registration fee may not be due if paid for the Summer Arts program in 2014) We accept payments by cash, check, or debit/credit card. **We require a debit or credit card to be kept on file in the office.** Return check fees are \$25.00 and late charge fees are \$15.00.

Payment Plans:

____ **Option 1— Automatic Monthly Installments** - via debit or credit card on the ____ **2nd** or ____ **16th** of each month.

The monthly installment plan requires that payments be automatically debited from a checking or credit card.

Name on card _____

Debit/credit card account # _____

Expiration date _____

Billing address for card: _____

____ **Option 2—**Pay monthly by check by the 16th of the month. After the 16th, a \$10.00 late charge will be added and will be deducted automatically via debit/credit card.

____ **Option 3-Half Year Payment:** *A discount of 2% will be applied on the total of 1/2 year tuition (Sept-Dec) when paid by Sept 30th or (Jan-May) when paid by Jan 30th.*

____ **Option 4— Full Year Payment:** *A discount of 5% will be applied on the total years' tuition when paid by September 30th.*

Signature of parent/guardian _____ date _____

Office Use: Registration fee paid: ____ \$20.00 student ____ \$25.00 family

Paid: registration _____ check # _____ credit card _____

1st month tuition _____ cash _____

TOTAL _____ DATE _____ BY: _____