

# Registration Form 2016-2017



900 Santa Clara Avenue | Alameda, California 94501 | [www.dance10.org](http://www.dance10.org) | (510) 522-5678

## Student Information (please print)

SID#: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_ Age: \_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_ Student Cell Phone: (\_\_\_\_) \_\_\_\_\_  
 Parent/Guardian Name (if student is under 18 years old): \_\_\_\_\_  
 Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ X \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
 Student E-Mail: \_\_\_\_\_  
 Billing E-Mail (REQUIRED): \_\_\_\_\_  
 How you heard about us: \_\_\_\_\_

## Register me for the following classes (2 classes a week encouraged)

Class Name/Day/Time	Class Name/Day/Time
_____	_____
_____	_____
_____	_____
_____	_____

**No withdrawals will be accepted after May 1 for June and July classes.**

- Please be sure the class level that is selected is what your teacher recommends for you. If you are not sure or are new to the studio speak with the director.
- Classes without sufficient enrollment may be cancelled.
- Please do not forget annual registration fee of \$25 per year (Sept - July)
- Please note that there is a two (2) month minimum for all classes. There is 30-day notice required to withdraw from any class.
- **No withdrawals will be accepted after May 1 for June and July classes.**

## Tuition Payment Methods

Dance/10 Performing Arts Center accepts tuition via electronic funds transfer (EFT) directly from your bank account. Automatic credit card (visa or mastercard) payments are accepted; however a convenience fee will be added to the transaction. Withdrawal policy applies. All changes regarding EFT deduction MUST be made prior to the 15th of each month to assure the changes for the next cycle.

### Tuition by Electronic Fund Transfer (EFT):

\_\_\_\_\_  
 Name of Account Holder (print)  
 \_\_\_\_\_  
 Routing Number (nine (9) digits on the bottom of your check):  
 \_\_\_\_\_  
 Account Number

*Please attach a VOIDED check and return with this form*

### Tuition by Debit/Credit Card (Visa or MasterCard) a convenience fee applies to each deduction

Please select tuition payment method:       Visa       MasterCard

\_\_\_\_\_  
 Card Number      \_\_\_\_\_ / \_\_\_\_\_  
 Expiration Date  
 \_\_\_\_\_  
 Name (as it appears on card)

## Tuition (2 options)

### MONTHLY TUITION

\_\_\_\_\_  
 Month of first payment  
 Monthly tuition amount: \$ \_\_\_\_\_  
 Plus convenience fee: \$ \_\_\_\_\_  
(credit card only)  
**Total Monthly deduction: \$ \_\_\_\_\_**

### SEMI-ANNUAL TUITION

Deduction Dates:  
 9/2014      11/2014  
 2/2015      4/2015  
 Season tuition amount: \$ \_\_\_\_\_  
 Plus convenience fee: \$ \_\_\_\_\_  
(credit card only)  
**Total season deduction: \$ \_\_\_\_\_**

## Authorization

By signing below, I authorize the automatic debit transactions as indicated above. I also acknowledge that I have read and agree to the policies and procedures of payment of fees set forth in our Policies and Procedures, including but not limited to my obligation to provide Dance/10 Performing Arts Center with 30 days' written notice in the event that I wish to withdraw from classes.

\_\_\_\_\_  
 Signature of Account Holder  
 \_\_\_\_\_  
 Date

### Convenience Fee Schedule (applies to tuition based credit card payments only)

Range	\$1.00-\$200.00	\$201.00-\$400.00	\$401.00-\$600.00	\$601.00-\$800.00	\$801.00-\$1000.00
Convenience Fee	\$2.00	\$4.00	\$6.00	\$8.00	\$10.00

**Signature on reverse for  
Policies & Procedures**

# Policies & Procedures

# 2016–2017

**Registration:** A non-refundable annual fee of **\$25** per student is required yearly at time of registration. Annual Enrollment Fee is paid per student upon initial registration and every year thereafter that the student is enrolled in classes.

**Tuition/Make-up Policy:** The tuition is based on an 11 month program, September through July. Tuition is divided into 11 equal monthly installments and includes the show rehearsals and our winter and summer recitals. Even though some months have 3 weeks, other months have 5 weeks, it averages out over the course of the 11 month program. **\*Missed classes may be made up within a two week period from time of absence in any age/level appropriate class(style may vary from class in which you are enrolled)** . Make up classes may not be used as tuition credit.

**Payment of Fees:** For your convenience, Dance/10 Performing Arts Center accepts tuition via electronic funds transfer (EFT) directly from your bank account. Automatic credit card (visa or mastercard) payments are accepted; **however a convenience fee will be added to the transaction**. The withdrawal policy stated below applies. All changes regarding EFT deduction MUST be made prior to the 15th of each month to assure the changes for the next cycle.

Tuition will be debited from your bank account on the 1st day of each month from September–July. Payments will continue until the conclusion of the dance year. The final deduction will occur on July 1st. **Tuition is non-refundable**. Payment must be made by pre-authorized automatic monthly payment. Only regular monthly fees may be paid by auto-debit. Incidental fees such as costumes, recital tickets, etc. are not automatic payments and must be paid by check, cash or credit card. There is also a \$30.00 fee for returned checks or declined automatic payments (EFT or Credit Card).

**Withdrawals:** There is a two-month minimum for all lessons. One month notice is required to discontinue any classes. Withdrawal must be done in person at the registration desk and will not be accepted over the phone, email, or with a teacher. Withdrawal must occur within the first 7 days of the month, *to be effective for the next month*. To withdraw from classes a parent must complete and sign a withdrawal form provided at the registration desk. Until a withdrawal form is completed, a parent is financially responsible for that class' tuition. Dance/10 reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given. There is a 1/2 month tuition penalty for late withdrawals.

**No withdrawals will be accepted after May 1 for June or July classes.** \_\_\_\_\_ please initial

**Refunds:** All fees are non-refundable unless a class is cancelled by Dance/10.

**Holidays:** Dance/10 does not pro-rate for holidays, if a holiday occurs on the day of your scheduled class(es), you may make it up in any other age/level appropriate class (no make-ups for the following holidays: thanksgiving break, winter recess & spring break).

**Costume Fees:** Information will be passed out to students regarding costume ordering. Costumes will not be ordered until full payment has been received. All late orders are subject to a \$10 single item shipping fee. Costumes will be passed out to students only if tuition is current.

**Substitutions:** We reserve the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach class.

**Dress Code:** See detailed dress code for class specific requirements. Required dancewear and dance shoes, appropriate to class style, must be worn to all classes. For safety reasons dancers are not permitted to wear jewelry. Cover-ups should be worn to and from the studio; however they must be removed upon request of teacher. **Failure to wear required dancewear/shoes to class could result in students being asked to sit out of the class.**

**Care of Students:** Dance/10 is not responsible for providing before or after class care for students; children should not arrive and earlier than 15 minutes prior and should not stay any more than 15 minutes after a lesson. \_\_\_\_\_ please initial

**Attendance and Lateness:** For safety reasons the school reserves the right to have students who come late to class, sit out of the class. Repeated lateness may result in termination of lessons. We encourage consistent attendance. The curriculum is ongoing and cumulative. If a student misses too many classes, he/she will fall behind and be frustrated. We understand that conflicts or illness may cause dancers to miss a class and we have established a make-up policy to address this situation.

**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 observation days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the bulletin boards in the lobby and in email newsletters. 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 change.

**Injuries:** Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on studio 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.

**Filming:** Taking of videos of classes and choreography is at the sole discretion of the class instructor. It is understood that no part of a class recording will be uploaded to sites like Youtube with out expressed permission from instructor.

**Miscellaneous:** Parents and adult students are to be aware that the school promotes healthy body image among the students. 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.***

Student Name (please print) \_\_\_\_\_

Signature of Parent/Guardian/Adult Student \_\_\_\_\_

Date \_\_\_\_\_