

Information sheet – effective 6/1/15

**Annual Enrollment Fee:** \$60.00

**Tuition:** Full tuition is due every month, with the exception of December – when tuition is only *half*. Tuition is a MONTHLY FEE (not a per class fee). It is due on the FIRST of each month. A \$15.00 *late fee* will automatically be added to your account when payment is not received on or before the 5<sup>th</sup> of the month, regardless of weekends or holidays. There will be a \$10.00 fee assessed for all returned checks. There are no tuition refunds.

**Direct Withdrawal:** Tuition will automatically be deducted on the first of the month, the form is enclosed. Using direct withdrawal eliminates any chance of accruing late fees.  
*All Direct Withdrawal accounts receive \$5.00 off tuition every month!*

**Required Dancewear:** Each class has specific required dancewear, including shoes. Please see the required dancewear information on our website. For your convenience we have also posted the price list for our dancewear. All students MUST wear a cover-up when arriving to and leaving class. DANCE SHOES SHOULD NEVER BE WORN OUTSIDE!

**Dressing Room:** ONLY STUDENTS ARE ALLOWED IN THE DRESSING ROOM and down the hall. No siblings, parents, food or drink allowed at any time, no exceptions.

**Teacher/Assistant Teacher Room:** Only teachers, assistant teachers and staff are allowed.

**Late Policy:** Students who are more than *10 minutes* late to class will be asked to observe class instead of participate in it, this is for their safety as proper stretching is important.

**Drop Policy:** You must complete a drop slip and return it to the office at least two weeks prior to dropping one or more classes. You will continue to be responsible for tuition and any late fees that accrue if proper notification is not given.

**Insurance Policy:** Insurance regulations prohibit unattended children under the age of 12 anywhere on our premises unless they are participating in their own class. Children are not allowed in the landscaping or the trees at any time.

**I (we) have read, understand and agree to the attached information and regulation sheet effective 6/1/2015**

---

**PARENT (GUARDIAN) SIGNATURE**

---

**DATE**

## Health History Information

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student lives with: both parents( ) mother only( )  
father only( ) other \_\_\_\_\_

Class/classes signing up for: \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **(please print clearly)**

Mother's Name: \_\_\_\_\_ Cell/Work # \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell/Work # \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Physician's Name: \_\_\_\_\_

Should we call an ambulance if necessary? Yes( ) No( )

**What brought you to The Academy of Danse?:** \_\_\_\_\_

List any serious illnesses, accidents or operations, please explain, use the back of this form. It is our policy that all students who have an injury, operation or serious/prolonged illness MUST provide a signed note from their doctor stating that the student is able to resume regular dance classes.

If the student is under 18 years of age we must have a parent/guardian signature. My (our) signature below confirms that the health/emergency information stated above is true, correct and up-to-date.

This form must be completed, signed and returned to the office before a student can participate in class.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Direct Withdrawal Form

To: Academy of Danse

From: Payer

Attached please find a voided check. The information is for the Academy of Danse to use to deduct tuition automatically from my checking account.

I'm authorizing my monthly tuition be deducted from my account at (bank name)

\_\_\_\_\_ on the **first** of August 2015, then on the first of each month – September 2015 through June 2016. This payment is to cover tuition for (name of student or students)

\_\_\_\_\_.

I'm also authorizing my annual enrollment fee be deducted from this account.

In order to cancel this direct withdrawal agreement I must complete the "Direct Withdrawal Cancellation" form available in the studio office before the last business day of the month. The Academy of Danse business week is Monday through Thursday.

(ATTACH VOIDED CHECK)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date