

San Elijo Dance & Music Academy 2014-2015

4S Dance Academy

Date _____ Student's Name _____ Male/Female

Age Today _____ Date of Birth _____ Grade _____ Trial _____

Classes: (*Day(s) of Week/Time*) _____

Full Names of Parents (or Guardians) _____

Street Address _____ City, State, Zip _____

E-mail Address _____

Telephone Number(s) () _____ () _____
(*circle one*) Primary (Home / Cell / Work) Secondary (Home / Cell / Work)

Emergency contacts during Academy hours (*other than above numbers*):

Name: _____ Telephone Number _____

Relationship _____

Please let us know how you found us (*circle one*):

Brochure / Family Magazine Fountain / Google / Mailer / Newspaper / Nutcracker / Sign / Banner / Drive-By
Website / Referred by _____ Other / Special Event

Registration

A non-refundable fee of \$35 per student or \$50 per family is due annually at registration.

Tuition and Tuition Payment Options

San Elijo Dance and Music Academy is a year round school. July is an optional month with a modified schedule that includes Summer Camps. Monthly tuition prices are on a sliding scale based on an annual amount split into equal monthly payments which are the same whether there are 3, 4 or 5 classes within the month. If starting mid-year, tuition is pro-rated for the start month only and is not adjusted for studio closures due to performance weeks, holidays, or winter, spring, or summer break. Tuition may be paid in one annual payment or 11 equal monthly installments. Siblings receive a 5% tuition discount. **Tuition is non-refundable unless the Academy cancels the scheduled class.**

Annual Payment Option

The Annual Payment Option is non-refundable. A \$35 per student or \$50 per family credit is applied to the account. The Annual Option may be paid by check, MasterCard or Visa.

Monthly Payment Option

The Monthly Option may only be paid by Easy Pay from a checking or savings account between the 1st and 5th of the month. Accounts not set-up on Easy Pay will be automatically subject to a \$25.00 monthly handling fee. Easy pay will automatically draw any outstanding account balances in addition to the regular monthly tuition amount.

Withdrawals, Refunds and Schedule Changes

Withdrawal from the school requires a written notice on the appropriate withdrawal form. All withdrawals will be effective 30 days from the date received in the school office. For your protection and to be certain that your account is properly closed, withdrawal can not be accepted over the phone, by e-mail or through a teacher.

No withdrawals will be accepted for the months of December, May or June. Any withdrawal dated after November 1, 2014 will be effective Jan 1, 2015. Any withdrawal dated after April 1, 2015 will be effective July 1, 2015. Withdrawals may not be dated more than 30 days in advance of the day classes are discontinued.

Injuries & Photo Release

Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury or sickness sustained while on the premises as a result of activity conducted by the students before, during or after class time.

The Academy is hereby granted permission to use photographs and or video of the students to use in marketing materials.

Permission is also given for the school to copyright such materials in its name.

Dance Dress Code

The students are required to follow the dress code for each class. Hair must be worn in a bun for all ballet students in Elementary and above. Pre Ballet divisions are encouraged to learn how to wear their hair in a bun. Dress code reminders will be given to students who are out of dress code.

Dance Missed Lessons and Make-up Classes

Tuition is non-refundable and credits will not be given for missed classes due to illness, vacation, etc. but may get given if the teacher or Academy cancels the lesson and is unable to provide a sub. Classes missed may be made up by attending another class and not used as tuition credit for the class that the student is enrolled in. Make up classes are subject to space availability and are limited to 4 per student per school year with no more than 2 make-ups used in any one calendar month. Please call the office to find a class that is available for make-ups as some classes are closed due to enrollment or by teachers' request. Once the student drops a given class, they are no longer eligible to do make-up classes for that class. Make-up classes must be used by the end of the school year in June and are not valid into the Summer Session or transferable into the next school year. Make-up classes may not be used in July classes, and July classes may not be made up in other months.

Music Missed Lessons and Make-up Classes

Missed lessons may be made up by rescheduling another lesson directly with the teacher subject to availability (4 per year/2 per semester: Aug-Dec; Jan-June, maximum one per month). Please don't call the office to schedule the make-up. There is no credit for missed lessons unless the teacher or Academy cancels the lesson and is unable to provide a sub.

Parents Responsibility, Performances, Parent Observation Week,

• For the safety of your dancer, others at the studio and the neighboring businesses, please be sure to keep an eye on your dancer whenever they are not in class. Dancers must be respectful of others at the studio by not running, screaming, pushing or hanging on railings and staying out of the parking lot. • Graduation Performances occur at the end of the year. We also have our annual Nutcracker performance. These optional performances have participation, costume and ticket costs associated which are not included in tuition. Video of these performances is only through the videographer and dress rehearsal is closed. • Parent Observation Days will be scheduled periodically throughout the year. Guardians and family are invited into the studio to quietly observe class. Please make other arrangements for younger siblings who are unable to observe quietly. • It is the responsibility of the parent or adult student to be aware of all school activities such as viewing days, performances, rehearsals, and dates that the school is open or closed. Please regularly check our website and/or the parent information board to ensure that you are as informed as possible. • It is the responsibility of the parents or adult students to inform the Academy of any address, email or phone # change.

Registration: \$35 Student \$50 for family \$ _____

Tuition Option: Monthly Annual \$ _____

(For payment details see Tuition Payable Options form)

Total Due: \$ _____

Method of payment: Check # _____ Cash Rcpt # _____ MC VISA **Received:** \$ _____

Balance Due: \$ _____

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

Student Name (please print) Signature of Parent, Guardian or Adult Student Date