



Ballroom With Us

Registration Contract (Must be signed and completed upon registration)

Please initial that you have read all policies and procedures. We require a signature on the back of this form.

Payment of Fees:

Tuition can be paid by

- Cash
- Check payable to Ballroom With Us
- Credit/Debit Cards (We accept Visa, MasterCard, American Express and Discover)

If you do not choose the auto-pay option, you will be pre-billed by e-mail (if provided) 15 days before your next payment due date. This is as a courtesy reminder. Please mark your calendar to avoid late fees.

All tuition is priced annually for a 10month dance season (September to June). You have your choice of 3 billing options: Annual, Quarterly or Monthly. There is no "price per class." All classes, regardless of the day of the week they are held on will receive the same amount of classes by years end. If you choose the Monthly payment option, please understand, Monthly installments have no reflection on the amount of classes held during that month, as there are only 9 payments for a 10month season. Late registration may be pro-rated.

Please indicate your preferred billing method:

_____ 1 Annual payment, due by September 1st, or upon registration, with a 5% discount

_____ 3 Quarterly payments, due September 15th, December 15th, and March 15th

_____ 9 Monthly payments, due on the 15th of each month September to May

_____ Check here for auto-pay (monthly billing only)

Regardless of billing preference, a one-month installment is due to hold your spot in any class upon registration. A 10% interest rate is automatically incurred for all past due payments for tuition. To help avoid these fees, we offer automatic credit card processing and check handling. Returned check fees are \$30 per check. All uncollected fees will be turned over to a collections agency and incur a 30% collections fee.

INITIAL HERE: _____

Non-Payment:

All accounts with tuition 45 days past due will be frozen from class participation. After 60 days, unpaid accounts will be turned over to a collections agency and incur a 30% collections fee.

INITIAL HERE: ____

Withdrawals and Refunds:

If you wish to withdraw from a class at any time, a withdrawal slip must be completed by the parent or guardian. Phone messages or emails will not be accepted as proof of withdrawal. Withdrawals must be done at the front desk and not with a teacher. If you have chosen to participate in the recital, your withdrawal deadline is April 1st after which all refunds are forfeited. To withdraw from classes a parent or adult student must:

1. Inform studio office staff.
2. Complete and sign a withdrawal form provided by the school office.

You will be held accountable for tuition charged to your account until the date that the withdrawal form is received by our office, regardless of classes attended/not attended prior to that date. Pre-paid tuition for classes held after the date of the withdrawal (before April 1st) will be refunded. Your registration fee is non-refundable. No refunds will be given for dancewear, exchanges only.

INITIAL HERE: ____

Recital Costumes:

Costume fees are due November 15th. Participation in our recital is not required, however once payments are made, no refunds are available, whether you choose to participate in the recital or not. Costumes will not be ordered until fees are paid in full. Costumes cannot be exchanged or refunded. Alterations are not usually necessary; however, should you require alterations, they are not included in the price of the costume. Costumes include required tights. All Level Classes: \$85.00

INITIAL HERE: ____

Dress Code:

A class specific dress code will be specified to you upon confirmation of registration and class schedule. The required dance attire and footwear must be worn to all classes. Failure to wear required dancewear to class will result in student being asked to sit out the class. Repeated failure to follow dress code will result in termination of lessons. Please do not allow students to wear the dance shoes outside of the studio.

INITIAL HERE: ____

Attendance and Lateness:

All absences should be called in to the office. Any student who misses their regular class is permitted to take a make-up at another class during the week. Make-up classes need to be scheduled in advance with the front desk. Missed classes can be made up at any time throughout the season. Any student, who arrives late to class, after the warm-up portion of the class (approximately the first 10-15 minutes), will not be permitted to participate and will be asked to observe instead. A minimum attendance standard will be required. Students missing more than 10 classes after January 1st will not be allowed to participate in the recital. In such a case, no refunds will be given for costume deposits or balances, however a full tuition refund for the remaining pre-paid classes will be granted.

INITIAL HERE: ____

Care of Students:

The school is not responsible for providing before or after class care for students or their siblings. Students are not to be left at school for excessive time periods before or after their classes. Siblings must be in the care of a parent at all times. Please know that in the case of a fire or other emergency, our staff will only be accountable for students participating in a class and recorded in the roll book. Young students should be escorted to and from the building.

INITIAL HERE: _____

In-Studio Guidelines:

- Quiet in viewing hallway while classes are in progress
- No cell phones permitted in the studios
- No food or drinks permitted in the studios
- ABSOLUTELY NO GUM anywhere
- No swearing or use of foul language
- Students not participating in a class should always be supervised, as well as their siblings
- We ask that there be no parental interruptions during classes. Only staff and students are permitted in the studios.
- We expect respectful behavior from all students and their families: No loud noises or rough play, no moving of any studio furniture, and please pick up after yourselves in the dressing and waiting areas.

INITIAL HERE: _____

Injuries:

Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during, or after class time.

INITIAL HERE: _____

Photo Releases:

The school is hereby granted permission to take photos and/or videos of the students to use for brochures, websites, posters, advertisements and other promotional material the school creates. Permission is also 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.

_____ Student Name (please print)

_____ Signature of Parent or Adult Student Date