



## Registration Form

Registration Date: \_\_\_\_\_ **\*If you are registering after December 31, 2011 your costume will arrive late.** Please understand that we will have your child's costume to you as soon as possible, but you may not have it during costume week and/or for pictures. Your child will have his/her costume for the Spring Concert.

Account Name (Parent's Name) \_\_\_\_\_

1. Child's Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Child's Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

E-mail Address (please print clearly) \_\_\_\_\_

Best contact number \_\_\_\_\_ Alt contact # \_\_\_\_\_ Alt contact # \_\_\_\_\_

Who is authorized to pick up your child? \_\_\_\_\_

Who is responsible for payments? \_\_\_\_\_

Would you like your monthly tuition and other fees to be paid by Automatic Debit \_\_\_\_ YES \_\_\_\_ NO (if YES, please obtain a Payment Schedule and Auto Debit Agreement)

1. I understand that tuition is due no later than the 10<sup>th</sup> of each month. I understand that Costume fees should be paid in full no later than December 10, 2011 and that the Performance fee is due no later than February 10, 2012. I UNDERSTAND THAT MY ACCOUNT WILL BE CHARGED A LATE FEE OF \$10 PER MONTH THAT THE ABOVE LISTED FEES ARE NOT PAID IN FULL. **I understand that late fees will not be waived FOR ANY REASON.**  
Initial \_\_\_\_\_

2. I understand that the Dress Rehearsals and Spring Performances will be May 31, 2012 - June 3, 2012 and that my child will be required to attend DRESS REHEARSAL(S) for the shows he or she is performing in. I understand that DRESS REHEARSALS ARE MANDATORY, and that if my child does not attend his or her Dress Rehearsal(s) he or she will be unable to perform.  
Initial \_\_\_\_\_

3. I have thoroughly read the DAW Rules and Regulations on page 3 of the Registration packet and I understand them and agree to abide by them. Initial \_\_\_\_\_

For Office Use: **Classes registering for (list day, time and class):**

- |          |           |
|----------|-----------|
| 1. _____ | 2. _____  |
| 3. _____ | 4. _____  |
| 5. _____ | 6. _____  |
| 7. _____ | 8. _____  |
| 9. _____ | 10. _____ |



## Acknowledgement of Risk and Waiver of Liability

As the parent or legal guardian of:

1. Student's Name \_\_\_\_\_

2. Student's Name \_\_\_\_\_

**I hereby consent to the above mentioned person(s) participating in the programs offered by Dance Academy West, Inc.** I understand and agree that in participating in any dance class, workshop, rehearsal or performance, there is a possibility of physical injury or death. I understand and accept that risk. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident, which might occur to me or my child during any of Dance Academy West dance classes, rehearsals, performances, or activities. I also exempt, release, and indemnify Dance Academy West, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students from any and all liability claims, demands, or causes of action whatsoever from any damage, loss, injury, or death to me, my children, or property which may arise out of or in connection with participation in any classes or activities conducted by Dance Academy West. I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold Dance Academy West, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students liable for such damage, loss, injury, or death. I understand that I should be aware of my physical limitations and agree not to exceed them. If I am signing this waiver for my children, I certify that I am the parent or legal guardian and have the right to waive these rights. I understand that my child may be photographed and/or filmed during class time or any other time he/she is involved in a program, rehearsal or recital offered by Dance Academy West and that Dance Academy West has my permission to use to use his/her name and/or picture for purposes such as advertisement or representation.

**I have read, understood and agree to be bound by the above statement (please print your name, sign & date):**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_

## Rules and Regulations

### Admission, Placement and Advancement

Students will be placed in classes based in their past experience, age and ability and placement will be determined by the instructor and directors of DAW. Classes with less than 6 students will be cancelled and remaining students will be transferred to another class.  
Initial \_\_\_\_\_

### Fees and Tuition

DAW is pleased to offer several payment options for monthly tuition: 1. One installment may be made with a 5% discount if registration takes place by September 30, 2011. **If choosing to make a payment in one installment, once the payment is made there is absolutely no refund and / or transferring of fees.** 2. You may set up your account to have tuition drafted on a monthly basis between the 1<sup>st</sup> and the 10<sup>th</sup>. If you choose auto debit, your Costume fee(s) will be drafted in November and your Performance fee(s) will be drafted in February. Please obtain a payment schedule and auto draft form if opting for this method of payment. 3. You can also make payments in the studio, on-line or by phone. To avoid receiving late fee(s) on your account, all payments due for a specific month must be received no later than the 10<sup>th</sup> of the month. If payment is received late more than 3 times, it will be necessary to set up automatic debit to continue enrollment. All payments are due by the 10<sup>th</sup> regardless of studio closings or absences and tuition will not be pro-rated due to absences. Because payment can be made on line or by phone, **late fees will not be waived for any reason.** Bills will not be mailed. Failure to pay tuition within 30 days of the due date will result in your child being removed from class. There is a \$30 fee for returned checks. ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERRABLE.  
Initial \_\_\_\_\_

### Withdraw Procedures

If you choose to withdraw your child from class, we request a written notice 30 days prior to doing so. **Any fees or tuition paid before you withdraw your child, including May 2012 tuition and / or Performance Fee, will not be refunded.** If your costume has been paid for, it will be available for you to pick up at the studio in the last week of May 2012.  
Initial \_\_\_\_\_

### Annual Costume Fee(s) and Performance Fee(s)

The annual spring concert will be held at the University of West Georgia's Townsend Center for Performing Arts in June 2012. The costume fee(s) are \$65 for Preschool and Kinder Combo class costumes and \$75 per costume for Beginning, Intermediate and Advanced class costumes. Costume fee(s) are due November 1, 2011. The Performance fee is \$100 per student and includes 4 tickets per student. The Performance fee is due February 1, 2012. If you are set up for automatic debit, these fees WILL be automatically debited. Additional tickets will be available for purchase prior to the concert. All students are required to participate in the Spring Performance as well as prior Dress Rehearsals, because it is an important part of the student's training and a special time when they can demonstrate talents and skills in a theatrical environment. **VIDEOTAPING AND FLASH PHOTOGRAPHY ARE STRICTLY PROHIBITED AT THE SPRING CONCERT.**  
Initial \_\_\_\_\_

### Dress Code

All students must adhere to the studio dress code and must wear a cover-up when entering and exiting the building. Hair should be in a neat bun for all ballet classes including Preschool classes. Students must not wear dance shoes outside.  
Initial \_\_\_\_\_

### Parent Observation and Drop-Off and Pick Up

Each studio at DAW has observation windows; however, DAW reserves the right to place blinds or shades over the observation windows at any time. Parents should not interrupt class for any reason. If you need to speak with your child during class time, please see someone at the front desk and they will assist you. Students should not be dropped off or picked up any longer than 10 minutes before or after class. Dropping your child off too early or picking him / her up later than the 10 minute allowance will result in additional tuition costs of \$1 per minute.

### Studio Closings and Make-Up Classes

DAW does not go by all school closings. Please refer to the DAW calendar. If the Douglas County schools are closed due to inclement weather, the studio will close as well and make-up classes will not be scheduled. If your child is enrolled in a class that meets on Mondays, please schedule 2 make-up classes during the course of the year due to the studio being closed for Federal Holidays. If your child misses class due to illness or other reasons such as vacations or school functions, please call the studio to schedule a make-up class. All make-up classes should be scheduled by March 31, 2012.  
Initial \_\_\_\_\_

### Student and Parent Conduct

If parents have questions or concerns, they should e-mail and studio and one of the directors or your child's instructor will contact you regarding the issue. Parents should not address instructors between classes or during class time. Parents and students should not discuss studio issues with another in a negative manner. Gossip, rumors and other negative discussions will not be tolerated and could lead to permanent suspension from DAW. Instructors and directors will not discuss any student with a parent other than their own child.  
Initial \_\_\_\_\_

