

Enrollment Form



Student Information

Name: _____ Nick Name: _____
 Age: _____ Date of Birth: _____ Siblings Names & Age: _____
 How did you hear about us? _____

Classes to be enrolled in:

Day	Time	Class	Teacher

Account Information:

Parent(s)/Guardian(s) Names:

#1 _____	#2 _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Home Phone: _____	Home Phone: _____
Cell Phone: _____	Cell Phone: _____
Employer _____	Employer _____
Work # _____	Work # _____
Email _____	Email _____

Emergency Contact: (Other than Parents)

Name: _____ Phone #: _____ Relation: _____
 Name: _____ Phone #: _____ Relation: _____

Office Use Only. Please do not write below the line.

Start Date _____ Tuition Rate _____ Registration Fee _____

Gas/Family/Military Discount _____ Auto W/D Date _____ Circle: Debit/Credit/Ck/Cash
 Amount Paid _____

Staff: Account Entered _____ Email Entered _____ Policies Signed _____



The Dance Spot Registration Policies

- * Please try to arrive to class on time. It is extremely disruptive to interrupt after classes have begun, especially for the younger classes. You may be asked to wait for the appropriate time to enter class.
- * It is absolutely fine to drop your child off for their allotted dance class/classes and pick up after they're finished dancing. However this applies to dancers taking class **ONLY**. **DO NOT** leave siblings unattended in the lobby. The front desk/ The Dance Spot will not be responsible for unattended children.
- * A \$40 registration fee will be assessed at enrollment. This fee is applied to insurance and bookkeeping. The registration fee will then be assessed annually, every July. In the event you decide to withdraw and then re-enroll at a later date, you will be charged a new registration fee.
- * Tuition is due the 1st of each month. A \$15 late fee is assessed on the 11th of each month. Auto withdrawal is available for those who wish to take advantage. You may choose any withdrawal date between the 1st-10th of each month.
- * After 2 late tuition payments there will be a mandatory requirement for monthly auto withdrawal for your tuition.
- * When enrolled, every dancer has a permanent spot in the class indefinitely, or until the end of the dance year in June. Dancers may change or add classes throughout the year via the front desk. However, **to withdraw from a class or classes, a written notice or email must be given, and needs to be delivered before the 1st of the month before the following months tuition is processed.** _____ ←
- * Full tuition is charged monthly regardless of whether there are 3, 4, or 5 weeks in that month.
- * **Full tuition is always charged monthly regardless of dancers' absences.** _____ ←
- * **There are no refunds or deductions for classes missed.** Make-up classes are available for active students only. _____ ←
- * Once a dancer has missed 3 classes in a row without notification, we reserve the right to un-enroll dancer.
- * All payments are applied to the oldest balance first (this includes any late fees incurred).
- * We do not accept checks
- * **All payments are final, no refunds**
- * The account must remain current in order to participate in classes, recitals, and make-up classes.
- * The dance spot does not have a drinking fountain at this time. Please bring water bottle to class. No juices or Gatorades! If your dancer forgets we do have water for sale at the front desk for \$1.00.
- * I hereby release "The Dance Spot" and all staff members from all claims of damage or injury suffered by the above registered dancer in connection with or by their association with The Dance Spot. This includes my heirs who may not act in my behalf. (Note: Each student should be covered under some kind of individual policy. The Dance Spot will not be held responsible.)
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Code of Conduct Guidelines:

All dancers and parents will adhere to a certain code of conduct while enrolled at The Dance Spot. Dancers will be RESPECTFUL to their teachers and peers. Bullying of any kind will not be tolerated. Our procedures and rules are laid out very clearly in order to provide a structured learning environment. Distractions or behavior that affects the learning process and or other students/parents, will have to be addressed. If there is ever a conflict, the situation should be taken up with management and/or owner. If management feels the Code of Conduct Guidelines have been breached, The Dance Spot reserves the right of refusal for your patronage.

I have read and understand the registration policies and the withdraw policy of The Dance Spot and agree to abide fully by its terms.

Parent/Guardian

Date