

FALL REGISTRATION FORM

If you have any questions, please call our office at 847.816.0400, or email us at nina@encore-dance-center.com

Last Name: _____ **Phone Number:** _____

Address: _____ **City:** _____ **Zip:** _____

E-mail(s): _____ **How did you hear about us?:** _____

Emergency Information

(this information would be used only in case of emergency)

Mother's Name: _____ **Cell/Work Phone:** _____

Father's Name: _____ **Cell/Work Phone:** _____

Emergency Name: _____ **Phone:** _____

Are there any known allergies or medical conditions that we should be aware of?

Waiver of Good Health & Consent to be Photographed/Videoed

I certify that the named student is in good health and capable of participating in classes and activities. By registering, I release all claims for injuries arising out of dance classes and performances the named student might sustain. I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk or any damages or loss which may be sustained as a result of participating in dance classes and performances. I agree to release, waive and relinquish any and all liability for personal injury, illness or property loss/damage occurring on or off the school's premise, as well as any and all independent contractors, officers, agents, and employees, and any and all other persons and entities of whatever nature, that might be directly or indirectly liable for any injuries that might be sustained as a result of participation in dance classes and performances. I have read the registration and studio information, and understand and agree to the studio policies as outlined. I understand that I am responsible for tuition payments as described. I hereby give permission for Encore Dance Center to take photographs and video for promotional uses and social media advertising for the school.

 Parent Signature Date

	Dance Class Information			
Student	Birthday	Class/Level	Day/Time	Tuition
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
			Total Tuition	\$ _____
			Discount or Plan	\$ _____
			\$25 Registration Fee -waived if paying in full-	\$ + 25.00
			Payment Enclosed	\$ _____

OFFICE USE ONLY

Received Init _____ Date _____	Paid Init _____ Ck# _____ Amt _____ Date _____	Registered Init _____ Date _____	Confirmation Init _____ Date _____
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Studio Policies

General Rules

- Proper attire is expected.
- Gum chewing, eating or drinking (water excluded) is not allowed in the studios.
- For the dancer's safety, baggy clothes will not be permitted in class.
- Hair must be pulled back into a bun for ballet/pointe and into a ponytail for all other classes.
- Family and friends are not allowed to observe classes, unless approved by the teacher and director at least 24 hours in advance. Observations impede a student's ability to concentrate and learn.
- For your student's safety and security, please do not leave your student unsupervised for periods of time before and after class.
- Students are placed by ability, at the teacher and director's discretion.
- Advancement is determined by the instructor and director. Students may be required to remain in certain levels for more than one year.
- Valuables should not be left unattended. All electronic devices must be kept off while in the studios.
- Please feel free to contact the studio with any questions on studio policies or student progress.

Absence/Make-Up Classes

Please notify the office of any absences or to arrange a makeup class. Making up a class for any class missed is encouraged! Any class may be made up any time during the current term in a similar type of class. Any classes not made up during the term are forfeited. Please call the studio in case of severe weather.

Registration Information

- Registration is on a first come, first serve basis. Class sizes are limited, and so we recommend that you register early.
- Registrations will not be accepted without payment and parent signature.
- When registering, there is a \$25 registration fee per family. That fee is waived if tuition is paid in full at the time of registration (when the registration form is turned in). If full payment is not received, the \$25 registration fee would be added to the total due for that session.

Refund Policy

All refund requests must be put in writing. If a student withdraws before a class begins, a \$25.00 registration fee will be withheld. If a student withdraws after a class begins, refunds will only be issued in case of a serious medical condition (physician's note required) or family relocation. All other withdrawals will result in a credit that can be used at a later date. All refunds or credits issued after classes begin will withhold the \$25.00 registration fee, as well as fees for any classes held before requests are received.

Tuition

Tuition is payable by cash, check, or credit card. Credit Card payments are subject to a 2% handling fee. Monthly payment plans are available, however those plans do work out to be more than paying in full at the start of the session as would be expected. (for more information, please contact our office). The Pay-Per-Class price is \$25.00. There is a \$20.00 service charge on all returned checks. Tuition that has not been paid in full by the first day of the session will result in a \$15 late fee per month until the balance has been brought to zero.

*Discounts

Any family taking two to four classes - 15% off

**Total Student Plan (up to 5 classes for one student) - \$1,100.00

**Total Family Plan (up to 8 classes per immediate family) - \$1,700.00

*Cannot combine discounts with Bravo students

** Additional classes over the limit of student plan, family plan, or bravo are \$175/class