

# Dance Expressions Unlimited, Inc.

73 Progress Ave. #1, Tyngsboro, MA 01879  
 (978) 649-2022

TO REGISTER (CHECKLIST)	
_____	Signed Registration Form
_____	\$25.00/\$45.00 Registration Fee
_____	Tuition (Month/Semester)
_____	Tuition (June – must be paid in advance)
_____	TOTAL
REGISTER BY PHONE, FAX, OR MAIL	
Fax to 603-434-1353 (all 3 pages – credit card information necessary)	
Phone registration 978-649-2022 (have credit card handy)	

Student's Name \_\_\_\_\_ Birthday/Age \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 E-mail address (for updates, reminders, etc) \_\_\_\_\_  
 In Case of Emergency Call (Name, Phone) \_\_\_\_\_

How did you hear about us (please check)?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Friend (name) _____            | <input type="checkbox"/> Merrimack Journal     | <input type="checkbox"/> Super Pages     |
| <input type="checkbox"/> Relative (name) _____          | <input type="checkbox"/> Lowell Sun            | <input type="checkbox"/> Local Directory |
| <input type="checkbox"/> Neighbor (name) _____          | <input type="checkbox"/> Neighbor to Neighbor  | <input type="checkbox"/> Town Book       |
| <input type="checkbox"/> Sign                           | <input type="checkbox"/> Westford Eagle        |  |
| <input type="checkbox"/> Internet (search engine) _____ | <input type="checkbox"/> Chelmsford Recreation |  |
| <input type="checkbox"/> Other _____                    | <input type="checkbox"/> Parenting Magazine    |  |

Classes _____	Day/Time _____
Classes _____	Day/Time _____
Classes _____	Day/Time _____
Classes _____	Day/Time _____
Classes _____	Day/Time _____

**PLEASE READ THE REGULATIONS & POLICIES OF Dance Expressions Unlimited ON THE OTHER SIDE & SIGN BELOW:**

*I have read, understand, and will abide by the policies established by Dance Expressions Unlimited. I understand the financial policies, the miscellaneous notes, and my responsibility as Parent or Guardian or Student. I understand that registration isn't complete unless all three pages are completely filled out and signed.*

X \_\_\_\_\_

**FOR OFFICE USE ONLY**

Sep _____	Date _____
Oct _____	Date _____
Nov _____	Date _____
Dec _____	Date _____
Jan _____	Date _____
Feb _____	Date _____
Mar _____	Date _____
Apr _____	Date _____
May _____	Date _____
Jun _____	Date _____

Registration Fee     \$25.00 - individual     \$45.00 – family

Semester \_\_\_\_\_

Semester \_\_\_\_\_

Monthly \_\_\_\_\_ Semester \_\_\_\_\_

Credit Card \_\_\_\_\_ Check \_\_\_\_\_

Summer Tuition \_\_\_\_\_

\_\_\_\_\_

**Office Use Only:                      DB     EM     CCD**

**COSTUME**  
 Deposit/Date \_\_\_\_\_  
 Balance/Date \_\_\_\_\_

# ***POLICIES - Please don't ask for special privileges!!!!***

## ***Finances***

- All payments must be secured by a credit card. We accept Master Card & Visa.
- **It is strongly suggested that payments are set up for automatic periodic billing** – it is more convenient for both you and the dance studio. This eliminates forgotten payments and allows us to handle accounts receivable in a timely manner which allows more time for class preparation. If you choose to pay monthly by check and we need to charge your credit card twice due to late payments, we will automatically adjust your account to periodic billing charged to the credit card on file for your convenience and ours.
- Any outstanding payments (monthly tuition, semester tuition, costume deposits, costume balances, etc.) will be automatically charged to the credit card on file. All discounts are forfeited if tuition is late.
- Tuition is based on an **annual** amount that is then divided into 10 monthly or 2 semester installments **for your convenience**. The payment is the same REGARDLESS of the amount of weeks that month or attendance. For example, a one hour class is \$500.00 for the school year which equates to \$50.00 per month or \$250.00 per semester.
- **Absolutely NO REFUNDS given.** No credits, refunds, or adjustments given for holidays, absences, or weather cancellations.
- A student may be excused from class if tuition is one month overdue.
- Upon registration, there is a commitment to pay the tuition IN FULL for the year. You are welcome to try a class first before registering. It is understood that we are holding your spot in class for the year, therefore, you must pay tuition for the entire school year. Should there be a medical situation or a necessary move from the area, you are responsible for paying tuition until the appropriate withdrawal form is submitted to the director.
- Fees
  - \$25.00 fee for returned checks and declined charge cards.
  - Tuition is \$15/hour, \$18/1.25+hours, and \$20 for 2 hour classes when paying weekly.
  - Annual non-refundable registration fee - \$25.00/individual or \$45.00/family. Registration fee covers administrative costs.
- Costumes will not be distributed until costume balances AND annual tuition is paid in full.
- Personal checks are not accepted after April 30<sup>th</sup> for the remainder of THIS dance season. Checks will be accepted for summer and fall registration, however.
- Monthly tuition – 10 payments
  - Automatic periodic billing is processed on the first of each month.
  - Pay by check – payment is due during the prior month (**BEFORE THE FIRST** of the month).
  - Any outstanding tuition on the first of the month will be charged to the credit card on file.
  - Monthly tuition is the same each month, regardless of weeks that month. Tuition is already divided into 10 equal installments.
- Semester tuition – 2 payments
  - Semester 1: due upon registration; Semester 2: due by Jan. 31<sup>st</sup>.
  - Automatic periodic billing accounts are processed at registration and on February 1<sup>st</sup>.
  - Semester tuition is determined by taking monthly tuition and multiplying by 5 months.

## ***Miscellaneous***

- Attendance is very important as the movement vocabulary builds on previously learned skills (when you miss a class, you miss important material, much like school). We understand an occasional absence due to illness, injury, and vacation, however, attendance is paramount to progressing with the class. Those who miss many classes due to sports and other extracurricular activities will frustrate themselves, the classmates, and the teacher. Please notify the teacher when there will be an absence, but more importantly, please make every effort to attend every class on time. The school reserves the right to cancel individual participation in the annual performance if there are three or more absences after February.
- Dress code will be strictly enforced. Children in combination classes (Creative Movement, Preschool FUN, Kinder FUN, FUNDamentals) may wear any color dancewear.
- Absolutely NO T-SHIRTS, NO SHORTS, NO TRACK PANTS. Dance requires discipline and uniformity. In order to see the body moving properly and prevent injury, the proper clothing must be worn. **Advanced students will be required to adhere to the dress code.**
- Tardiness is very distracting to the students in class as well as the teacher, not to mention potentially dangerous. We strongly encourage you to arrive 5 minutes early for class so we may begin on time. The school reserves the rights to have late students observe the class.
- Any photographs taken in conjunction with dance classes, workshops, master classes, performances, or other extracurricular activities affiliated with Dance Expressions Unlimited may be used for promotional purposes.

## ***Parent/Guardian Responsibility***

- Parents and legal guardians of minor students and adult students waive the right to any legal action for any injury resulting from any dance activity or any other activity affiliated with **Dance Expressions Unlimited** – be it on school property or off-site.
- It is the parent's and legal guardian's responsibility to be aware of all activities – performances, vacations, fundraisers, parties, etc. Please read the bulletin board, check your email, and check your files to keep informed.
- It is the parent's or legal guardian's responsibility to notify the school of any address or phone number change and credit card updates.

## ***Warning of Risk to Participant & Insurance***

**Dance Expressions Unlimited** is not responsible for providing medical accident injury insurance on students. Parents and/or guardians are advised to provide adequate accident and medical insurance for the child enrolled in classes at **Dance Expressions Unlimited**. This company, Audrey Wetterwald Dascomb, the teachers, the assistants, and the owners of the property @ 73 Progress Ave., Tyngsboro, shall NOT be held responsible for treatment, injury or losses due to participation in activities before, during or after classes on the premises or due to any function or activity related to **Dance Expressions Unlimited**. Parents assume all responsibility for any injury. Neither Audrey Wetterwald Dascomb, nor any teacher, nor the studio, nor the owners of the property is liable for loss or damage to personal property. Each student may decline to participate in any activity. Please inform the teacher of any physical limitations, injuries, or conditions.

Parent & Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PAYMENT TERMS**

Student Name  
Parents' Names

Phone

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*Please check:*

- \_\_\_\_\_ Monthly payments (1<sup>st</sup> month and June due at registration for dance lessons; one month due for CAP)
- \_\_\_\_\_ Tuition to be charged to credit card the first of each month.
- \_\_\_\_\_ Tuition will be submitted by check/cash before the last day of the prior month (tuition is due for the month ahead).
- \_\_\_\_\_ Costume deposits and balances to be charged to the credit card on the due date.
- \_\_\_\_\_ Costume deposits and balances will be submitted by check prior to the due date.
- \_\_\_\_\_ Semester payments (dance option only: semester one due at registration, semester 2 due Jan. 31<sup>st</sup>).

*Please check one:*

- \_\_\_\_\_ Check or cash (must be secured with credit card – see notes below).
- \_\_\_\_\_ Credit card (payment will be automatically charged to your credit card the **first** of each month).

**Please complete the following (must be completed):**

Credit Card: \_\_\_\_\_ Master Card \_\_\_\_\_ Visa  
CC # \_\_\_\_\_ CCV2 # \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Name on Card \_\_\_\_\_  
Billing Address of Cardholder \_\_\_\_\_  
Email Address (for credit card receipts only) \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes:

- \$25.00 charge for Not Sufficient Funds (NSF) checks AND for declined credit cards.
- Tuition unpaid on the last day of the prior month (eg: Sept 30<sup>th</sup> for October tuition) will be automatically charged to credit card on the 1<sup>st</sup> of each month.
- Costume deposits and/or balances unpaid on the due date will be automatically charged to the credit card on file.
- Commitment is made to pay FULL TUITION for the year. Should you discontinue classes, you are responsible for paying until director has been notified in writing and withdrawal form is submitted.
- If you choose to pay monthly by check and we need to charge your credit card twice due to late payments, we will automatically adjust your account to periodic billing charged to the credit card on file for your convenience.

\_\_\_\_\_ I authorize Dance Expressions Unlimited to charge my credit card account the first of each month. I also authorize Dance Expressions Unlimited to charge my credit card on the due date for costume deposits and balances.

\_\_\_\_\_ I authorize Dance Expressions Unlimited to charge my credit card account immediately for semester one and on February 1<sup>st</sup> for semester 2. I also authorize Dance Expressions Unlimited to charge my credit card on the due date for costume deposits and balances.

\_\_\_\_\_ I understand that my credit card will be billed **ONLY** in the event of an NSF check and/or if payment is not rendered **before** the first of the month or by the semester due date and by the costume deposit and balance due dates.

Signature:

Date