

Dance Expressions Unlimited, Inc.

73 Progress Ave. #1, Tyngsboro, MA 01879

(978) 649-2022

www.DanceExpressionsUnltd.com

DanceExpressionsUnlimited@Comcast.Net

TO REGISTER (CHECKLIST)

- _____ Signed Registration Form – 3 pages
- _____ \$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 and understand 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. My signature below indicates that I agree to adhere to all policies, procedures, terms and conditions set forth by Dance Expressions Unlimited.

Parent/Guardian Signature _____ Date _____

FOR OFFICE USE ONLY

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

Sep _____ Date _____

Semester _____

Oct _____ Date _____

Semester _____

Nov _____ Date _____

Monthly _____ Semester _____

Dec _____ Date _____

Credit Card _____ Check _____

Jan _____ Date _____

Feb _____ Date _____

Mar _____ Date _____

Summer Tuition _____

Apr _____ Date _____

May _____ Date _____

Jun _____ Date _____

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 or debit card with logo. We accept Master Card, Visa and Discover.
- **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. A student may be excused from class if tuition is one month overdue.
- 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 \$600.00 for the school year which equates to \$60.00 per month or \$300.00 per semester.
- **NO REFUNDS given.** No credits, refunds, or adjustments given for holidays, absences, or weather cancellations.
- Upon registration, we are holding your space in class for the year. You are welcome to try a class first before making any commitment. Should you discontinue classes, 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 30th for the remainder of THIS dance season. Checks **will** still be accepted for summer and fall registration after April 30th.
- 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. 31st.
 - Automatic periodic billing accounts are processed at registration and on February 1st.
 - 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. Students may decline to participate in any activity due to injury or illness.
- Dress code will be strictly enforced. Children in combination classes (Creative Movement, Preschool FUN, Kinder FUN, 1st grade FUN) 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.** Adults may dress comfortably.
- 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 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, Waiver & Release

- 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 or legal guardian's responsibility to be aware of all activities – performances, vacations, 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.
- It is the parent's or legal guardian's responsibility to notify the teacher of any limitations due to disability, illness or injury.

I hereby acknowledge that by attending and participating in classes, programs or events sponsored by Dance Expressions Unlimited, there is a possibility of physical illness or injury and I assume the risk by participating. I do hereby waive, release and forever discharge any and all rights and claims for injury, illness or death which may arise now or in the future against Dance Expressions Unlimited. I hereby authorize Dance Expressions Unlimited staff members to 1) obtain medical treatment in the event of illness or injury, and 2) notify my emergency contact as soon as possible. I acknowledge that Dance Expressions Unlimited, the owners, operators, faculty, staff, assistants, agents or representatives, and 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. I assume full financial responsibility for any injury and hold harmless Dance Expressions Unlimited, the owners, operators, faculty, staff, assistants, agents or representatives, and owners of the property against any and all claims, demands, losses, suits, liabilities, costs, fees, or any other damages. I acknowledge that it is strongly advised that I provide adequate accident and medical insurance for the person(s) enrolled in classes at Dance Expressions Unlimited. Neither Dance Expressions Unlimited, the owners, operators, faculty, staff, assistants, agents or representatives, and the owners of the property @ 73 Progress Ave., Tyngsboro is liable for loss or damage to personal property.

Parent/Guardian Signature

Date

PAYMENT TERMS

Student Name

Phone

Parents' Names

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.

Please initial one (monthly, semester payments):

_____ Monthly payments (1st month and June due at registration for dance lessons; one month due for CAP)

_____ Semester payments (dance option only: semester one due at registration, semester 2 due Jan. 31st).

Please initial one section (check/cash, credit card payments):

_____ Credit card (payment will be automatically charged to your credit card the **first** of each month).

_____ Tuition to be charged to credit card the first of each month.

_____ Costume deposits and balances to be charged to the credit card on the due date.

_____ Check or cash (must be secured with credit card – see notes below).

_____ Tuition will be submitted by check/cash before the first of the month (eg: October tuition is due Sept 30th).

_____ Costume deposits and balances will be submitted by check prior to the due date.

Complete the following (must be completed):

Credit Card:	Master Card	Visa	Discover
CC #			CCV2 # (last 3 digits on back)
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 30th for October tuition) will be automatically charged to credit card on the 1st 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.

Please initial below:

_____ 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 1st 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. I understand that my account will revert to automatic periodic billing if any payment has been late twice.

Parent/Guardian Signature

Date