

# Dance Expressions Unlimited, Inc.

73 Progress Ave. #1, Tyngsboro, MA 01879

(978) 649-2022

[www.DanceExpressionsUnltd.com](http://www.DanceExpressionsUnltd.com)

DanceExpressionsUnlimited@Comcast.Net

### TO REGISTER (CHECKLIST)

- \_\_\_\_\_ Signed Registration Form – 4 pages
- \_\_\_\_\_ \$25.00/\$45.00 Registration Fee
- \_\_\_\_\_ Tuition (Month/Semester)
- \_\_\_\_\_ Tuition (June – must be paid in advance)
- \_\_\_\_\_ TOTAL

### REGISTER BY PHONE, FAX, EMAIL OR MAIL

Fax to 603-434-1353 (all 4 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) \_\_\_\_\_

Emergency Contact (Name, Phone, Relation) \_\_\_\_\_

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 FOLLOWING 2 PAGES & SIGN BELOW:**

*I have read the following pages 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 four pages are completely filled out, initialed and signed in all highlighted areas. 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 _____	
Dec _____	Date _____	Monthly _____ Semester _____
Jan _____	Date _____	Credit Card _____ Check _____
Feb _____	Date _____	
Mar _____	Date _____	
Apr _____	Date _____	Summer Tuition _____
May _____	Date _____	_____
Jun _____	Date _____	

**COSTUME**

Office Use Only:      DB      EM      CCD

Deposit/Date \_\_\_\_\_

Balance/Date \_\_\_\_\_

# POLICIES

- 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 enforced. Children in combination classes (Creative Movement, Preschool FUN, Kinder FUN, 1<sup>st</sup> grade FUN) may wear any color dancewear.
- NO T-SHIRTS, NO SHORTS, NO TRACK PANTS in class. 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 encourage you to arrive 5 minutes early for class so we may begin on time. The school reserves the right 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.

## **RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OR RISK, AND INDEMNITY AGREEMENT**

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 fully understand that the Activity involves risks of bodily injury, paralysis, disability, illness or death which may be caused by my own actions or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the participant(s) named below; and that there may be other risks either not known to me or not readily foreseeable at this time. I fully assume and accept all such risks and all responsibility for losses, costs and damages I incur as a result of my participation in the Activity.

I hereby waive, release, 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, Inc.. I hereby covenant not to sue Dance Expressions Unlimited, Inc., its respective owners, operators, administrators, directors, faculty, staff, assistants, agents, representatives, officers, volunteers, employees, participants, sponsors, advertisers and owners and lessors of premises on which the Activity takes place (each considered "releasees" herein) from all liability, claims, demands, losses or damages, on my account caused or alleged to be caused in whole or in part by the negligence of the "releasees" or otherwise, including negligent rescue operations and future agree that if, despite this release, waiver of liability, and assumption of risk, or anyone on my behalf make a claim against any of the Releasees, I will indemnify, save, and hold harmless each of the Releasees from any loss, liability, damage, or cost, which any may incur as the result of such claim. I acknowledge that Dance Expressions Unlimited, ., its respective owners, operators, administrators, directors, faculty, staff, assistants, agents, representatives, officers, volunteers, employees, participants, sponsors, advertisers and owners and lessors of premises, 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 have read the RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, and understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Name of Participant \_\_\_\_\_

### PARENTAL CONSENT

And I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the Minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I assume full financial responsibility for any injury and hold harmless Dance Expressions Unlimited, Inc., its respective owners, operators, administrators, directors, faculty, staff, assistants, agents, representatives, officers, volunteers, employees, participants, sponsors, advertisers and owners and lessors of premises. I hereby Release, discharge, and covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from all liability, claims, demands, losses or damages on the minor's account caused or alleged to have been caused in whole or in party by the negligence of the Releasees or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releasees, I WILL INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any Releasee may incur as a result of any such claim.

Signature of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Parent/Legal Guardian \_\_\_\_\_

## TUITION AND FINANCES

### TUITION AND FINANCES

#### Monthly Automatic Billing (preferred method)

- Tuition setup for automatic payment on the first of the month (Nov. & Feb. payments will include tuition AND costume payments).
  - Monthly tuition (10 payments) – paid on the first of each month
  - Semester tuition (2 payments) – semester one paid at registration and semester 2 paid on Feb. 1<sup>st</sup>. Semester tuition is determined by taking monthly tuition and multiplying by 5.
- Costumes
  - Deposits (\$50/costume) paid on Nov. 1<sup>st</sup> with tuition
  - Balances paid on Feb. 1<sup>st</sup> with tuition

#### Pay by Check/Cash

- **Tuition is due during the PRIOR MONTH** (before the 1<sup>st</sup> of the month).
  - Monthly tuition is due before the 1<sup>st</sup>.
  - Semester 2 tuition is due by Jan. 31<sup>st</sup>
- All outstanding payments on the first of the month will be charged to the card on file for your convenience and ours.
- If we need to process tuition on the card twice due to late payments, we will automatically adjust your account to periodic billing for your convenience and ours.
- Costumes
  - Deposits (\$50/costume) are due by Halloween (Oct. 31<sup>st</sup>)
  - Balances are due by Jan. 31<sup>st</sup>.

#### FINANCIAL NOTES:

- All payments must be secured with a credit card or debit card with logo (MC, Visa, 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.
- 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. We offer a free trial 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 fee for returned checks and declined charges
- Annual non-refundable registration fee = \$25/individual or \$45/family
- Tuition is \$15/hour, \$18/1.5+ hours, and \$20/2 hour classes when paying weekly and/or prorating classes.
- Personal checks are not accepted after April 30<sup>th</sup> for the current dance season. Checks are always accepted for summer and fall registration.

### **Parent Signature Required**

I have read and understand the tuition policies stated above. My payment terms are indicated on the Payment Terms Page.

Parent/Guardian Signature

Date

# PAYMENT TERMS

**Please read the Tuition and Financial Terms on the Reverse Side BEFORE signing below.**

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 or semester payments):

\_\_\_\_\_ Monthly payments (1<sup>st</sup> 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. 31<sup>st</sup>).

Please initial one section and appropriate sub-choices (check/cash or 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 respective due dates.

\_\_\_\_\_ 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 30<sup>th</sup>).

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

**Complete the following (must be completed):**

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 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 until notified in writing. 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 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. I understand that my account will revert to automatic periodic billing if any payment has been late twice.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_