

# CONSERVATORY OF DANCE

## STUDENT REGISTRATION FORM 2011-2012

### ACCOUNT INFORMATION

Input:

Initials:

**PARENT 1:**  *Returning Family please check this box and only fill out sections that have changed.*

First Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Last Name: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Mother  Father  Grandparent Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Email: \_\_\_\_\_

**PARENT 2:**  *Fill in only information that is different.*

First Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Last Name: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Mother  Father  Grandparent Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Email: \_\_\_\_\_

### STUDENT INFORMATION

First Name	Last Name	Birthdate
1.) _____	_____	____/____/____
2.) _____	_____	____/____/____
3.) _____	_____	____/____/____
4.) _____	_____	____/____/____

**SCHOOL DISTRICT:**  **PARADISE VALLEY**  **SCOTTSDALE**  **PRIVATE SCHOOL**  **OTHER** \_\_\_\_\_

### EMERGENCY CONTACT (If different from above)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

### SIGNATURE REQUIRED *By signing this form, I acknowledge the Conservatory of Dance policies and will abide by them.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please read and initial below, indicating that you understand and agree to the following:**\_\_\_\_ Registration/Tuition Fees: All families must pay an annual registration fee. Full tuition is due on the 1<sup>st</sup> of every month regardless of attendance.

\_\_\_\_ Photographs: Conservatory of Dance is hereby granted permission to take photographs of students to use in brochures, websites, posters, advertisements and other promotional materials created by the school. Permission is also hereby granted for the school to copyright such photographs in its name.

\_\_\_\_ Withdrawing a Student: Should it become necessary to discontinue classes for any reason, a phone call or email must be made before the 1<sup>st</sup> of the next month that the student will no longer be taking classes. Otherwise, tuition charges will continue to incur, regardless of attendance. I understand that this is the procedure I need to follow in order to withdraw my child from class.

\_\_\_\_ As a parent or legal guardian of the student registering on this form, I give permission for this student to participate in dance classes and performances with Conservatory of Dance. In consideration of receiving dance instruction including special classes in ballet, tap, jazz, hip-hop, pom, lyrical, musical theatre, etc., I release Conservatory of Dance and its owners, instructors and employees of any and all claims for damage of any kind which may grow of receiving dance instruction or participation in dance classes or performances. I further release Conservatory of Dance and its owners, instructors and employees from any demands, claims or causes of action, suits or liabilities as a result of participation in dance instruction, classes or performances.

**Please check YES or NO below AND initial, indicating you read the following: (students over the age of 12 yrs)**\_\_\_\_ We are sometimes approached by students requesting medication for a headache or other minor ailments. **Do we have permission to dispense medication** to your student, per the manufacturer's recommended dosage? Tylenol: Yes \_\_\_\_ No \_\_\_\_ Ibuprofen: Yes \_\_\_\_ No \_\_\_\_

### "HOW DID YOU FIND OUT ABOUT CONSERVATORY OF DANCE?"

 **FRIEND** \_\_\_\_\_  **NEWSPAPER**  **WEBSITE**  **MAILING**  **OTHER** \_\_\_\_\_

13637 North Tatum Boulevard, Suite 8, Phoenix, AZ 85032-6464

Phone: 602-996-7530 - Fax: 602-996-4187 - Email: [cofdance@gmail.com](mailto:cofdance@gmail.com) - Website: [www.cofdance.com](http://www.cofdance.com)



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## STUDENT REGISTRATION FORM 2011-2012

### PAYMENT INFORMATION

**Payment Policy** We require that all families choose one of the following payment plans:

1. **Pay in Advance & Get a 5% Discount** \* Pay for the entire season in advance (August 2011 – May 2012), and you will receive a 5% discount on your tuition. You may pay by Cash, Check, Credit Card, or Debit Card.
2. **Auto Pay** Tuition will be automatically deducted on the 1<sup>st</sup> of each month from your Visa, MasterCard, American Express, Discover Card or Debit Card. If the card does not go through on the 1<sup>st</sup>, you will receive an email and/or a phone call no later than the 3<sup>rd</sup>.

If credit/debit card is unable to be processed by the 10<sup>th</sup> of the month, there will be a \$15.00 late fee applied. If the outstanding balance is not paid by the next billing month, your student may be withdrawn from the class. Depending on the availability of classes, student may re-enroll, (a fee of \$15 will be required to re-enroll).

### THE BENEFITS OF AUTOPAY

- **Never Forget a Payment**
- **No Late Fees**
- **Avoid Additional Service Charges**
- **Safe, Secure & Convenient**

*The automatic payment federal regulations are very stringent and millions of transactions happen each day without any problems. Our studio strictly abides these policies. The computer software system that we utilize encrypts all credit card information as soon as it is entered. Any paperwork that contains such information is shredded once the information is entered into the computer. **Also remember that if there is ever a concern with a payment, you can always call us, email us or talk to us face to face at the studio.***

### CONSERVATORY OF DANCE

### AUTOMATIC PAYMENT CONSENT FORM

This form must be filled out completely

Card Holder's Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Students Name (First & Last): \_\_\_\_\_

DEBIT CARD: [ ] Visa [ ] MasterCard

CREDIT CARD: [ ] Visa [ ] MasterCard [ ] AMEX [ ] Discover Card

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp \_\_\_\_/\_\_\_\_ CVN \_\_\_\_\_

I hereby authorize Conservatory of Dance to charge my account the tuition amount of \$ \_\_\_\_\_ on the 1<sup>st</sup> day of each month starting \_\_\_\_/1/\_\_\_\_ and ending \_\_\_\_/1/\_\_\_\_.

I also hereby authorize Conservatory of Dance to charge my account at my discretion, for any outstanding balances, costs, and/or payments that I may incur.

**Please acknowledge that you have read & understand the following: (Initials Required)**

\_\_\_\_\_ I have read and understand all of Conservatory of Dance's Payment Policies.

\_\_\_\_\_ I understand that if my credit/debit card is unable to be processed by the 10<sup>th</sup> of the month, I will be charged a \$15 late fee.

\_\_\_\_\_ I understand that if the outstanding balance is not paid by the next billing month, my student may be withdrawn from the class. Depending on the availability of classes, my student may re-enroll, (a \$15 re-enrollment fee will be required).

\_\_\_\_\_ I agree to abide by the school's Withdrawal Policy which states: Should it become necessary to discontinue classes for any reason, an email must be sent prior to the 1st of the corresponding month that the student will no longer be taking classes. Otherwise, tuition charges will continue to incur, regardless of attendance. I understand that this is the procedure I need to follow in order to discontinue automatic payments for tuition.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*By signing above, I acknowledge that I have read, understand and agree to Conservatory of Dance's Automatic Payment Consent Form.*

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## STUDENT REGISTRATION FORM 2011-2012

### TUITION INFORMATION

Conservatory of Dance is a school program and therefore tuition is to be paid on an annual basis. There will be some months when a class will meet 5 times and some when they will meet only 3 times. If you sign up mid-month we will prorate that month at our drop-in class rate of \$18 per class. If you would like to pay the annual tuition all at once, you will receive a Pre-Pay Discount (listed in the chart below). \*Pre-Pay Discount is only available when paying for full year tuition by August 31, 2011.

Tuition is based on the number of classes that are being taken by **any** member of a family. Discounts are extended for each class you add no matter which member of the family is registering for the class. For example: If you have three children and they are each taking one class, you would follow the chart below and find that 3 classes is \$132 per installment or \$1320 for the year. If one of your children would like to add another class, you would be paying the 4 class discounted rate of \$156 per installment or \$1560 per year. Company tuition is a per student basis.

Number of Classes	Monthly Fee	Yearly Tuition	Pre-Pay Discount *
1 Class	56	560	532
2 Classes	98	980	931
3 Classes	132	1320	1254
4 Classes	156	1560	1482
5 Classes	180	1800	1710
6 Classes	204	2040	1938
7 Classes	228	2280	2166
Unlimited	250	2500	2375
Mini Company (4-6 classes)	145	1450	1378
Petite/Jr. Company (5-7 classes)	162	1620	1539
Pre-Teen Company (6-8 classes)	182	1820	1729
Teen/Sr. Companies (8+ classes)	220	2200	2090
Drop-In Classes	18 Per Class	5 Punch Card for 75.00	

\* Pre-Pay Discount is only available when paying for full year Tuition.

### INFORMATION ON FEES

#### Registration Fees

A Registration Fee of \$50.00 will be charged to each account. This fee will be applied once per year to each *family*.

#### Costume and Recital Fees

All students are encouraged to participate in the recital. Dance is a performing art and the year end show is the culmination of all of the hard work, training and fun that your students have had throughout the year. Not doing the recital is like being on a soccer team but not taking part in the games. The confidence and self esteem that comes from performing for a large audience will be carried with these students for the rest of their lives! *Costume fees of \$75 per Child size costume and \$85 per Adult size costume will be due by **November 15, 2011**.* (After this date, costume fees will be \$85 for Child and \$95 for Adult costumes. The final cutoff for placing a costume order is February 1, 2012.) *A Recital fee of \$50.00 will be due by **April 1, 2012** and will include a DVD of the performance.* (There are no cameras or video cameras allowed at the performance)

### POLICIES

#### Attendance

Tuition is based on an average 4 classes per month. Because of certain holiday breaks, in some months a class may only meet 3 times and other months will have 5. Should your child miss a class, they can make that class up by the end of that month. If you need more time please ask the front desk manager.

#### Tuition

Tuition will be prorated for our drop in class rate of \$18 per class. Should you sign up in the middle of the month, this is how we will determine the tuition for that month.

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