

**THE WESTFIELD SCHOOL OF DANCE
REGISTRATION FORM/AUTOMATIC PAYMENT CONSENT FORM**

Student's Last Name: _____ Student's First Name: _____

Parent's name: _____

Student's Birth Date: _____

Medical Condition: No Yes Brief Explanation: _____

Class Name	Class Day & Time	Class Length	Date Starting Lessons
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr	
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr	
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr	
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr	
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr	

Phone#: _____ Work/Emergency/Cell Phone#: _____

Address: _____
Street
City
Zip Code

Email Address: _____ Date Registered: _____
Month
Day
Year

How did you hear about us? Internet Sign Post Card Ad Friend Phone Book

Method of Payment

All charges will appear on your bank statement as Westfield School of Dance

Checking Account – attach voided check here and auto payment form

The Westfield School of Dance will do its best to provide a safe environment and training for our students. However, despite the best of circumstances, there is a possibility of injury during class or rehearsal. Please read and sign the waiver below.

WAIVER

I certify that my child is in good health and capable of participating in all activities and classes. I hereby release and forever discharge The Westfield School of Dance of and from any and all claims, demands, rights or cause of action of whatsoever kind or nature, arising from, or by reason of, any and all known or unknown, foreseen or unforeseen bodily or personal injuries and the consequences thereof.

Signature of Parent or Guardian _____ Date _____

I hereby give permission for my child to be photographed for promotional use. **Initial** _____

I hereby give permission for my child to be filmed during performances and/or special events. The Westfield School of Dance may sell these tapes/DVDs to The Westfield School of Dance parents and children. **Initial** _____

POLICIES AND PROCEDURES

Registration: A \$25.00 NONREFUNDABLE REGISTRATION FEE & PAYMENT #1 is due when registering for class. The registration fee is good for one dance season and is required for each member taking class.

Payment Fee: RETURNED CHECK FEE is \$25.00.

Payment Schedule: Class payment is based on a calculated TOTAL average of classes for the entire dance season (September-June), NOT a monthly or individual class basis. WSOD divides the calculated yearly average into 4 payments for your convenience. Regardless of whether there are 4, 5, or 2 weeks in a month due to vacation and/or holiday breaks, the tuition is based on the total for the dance year. You have the option of paying in full or the 4-payment plan. If choosing the 4-payment option, tuition is due on the 1st of the scheduled payment month with ALL PAYMENTS CONVERTING TO AUTO PAY BY JANUARY 2012. There will be an additional late fee of \$25.00 after the 5th of the designated payment month regardless of any reason. Any account 60 days past due will automatically be sent to collection at which time WSOD may require payment in full.

Withdrawal: Thirty days signed WRITTEN notification (not email) along with a withdrawal form is required PRIOR to the month of withdrawal in order to withdraw from class. In the event of withdrawal: payment #1, registration fee and all tuition due up to and including the registered period is 100% NON-REFUNDABLE. Any one withdrawing after January 1st is responsible for full years' tuition.

Inclement Weather: In the event of studio closing due to inclement weather, you may attend a make-up class by April 1st. WSOD does not refund any money due to inclement weather and any circumstances beyond our control.

Absences: If a student misses class for any reason, it is both the responsibility of the parent and the student to make sure the studio is contacted and the student attends a make-up class by April 1st. In the event of illness, please notify the studio of illness and keep your child home until a doctor clears them for all activities. This includes any ill siblings, care takers or family members who wait in the waiting room. Aside from illness and excused absences, students are required to attend class regularly.

Correspondence: ALL correspondence is to be directed properly through the office. Students and teachers are not to exchange personal contact information including cell phone numbers and e-mail addresses regardless of the circumstances.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, you will be notified with make-up options.

Tardiness: Students must be on time for class. Tardiness of more than 15 minutes should be avoided. Students can arrive up to 15 minutes before scheduled class time and should be picked up no more than 15 minutes after their class is finished.

Performances: Performing for an audience is an exciting part of dancing and WSOD loves being able to showcase all of its talented students. However, performances are also a lot of work. Participation in performance requires dancers to be present and actively engaged at all rehearsals. Frequent unexcused absences will result in limited performance opportunities at the discretion of the choreographer, as it is impossible to incorporate dancers into choreography when not present.