# Dance Phase

## 2022-2023 Student Enrollment Form

Student’s Name: \_\_\_\_\_\_\_\_ \_\_\_ Age: \_\_\_ Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_ Birthdate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_ Student Cell Phone (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact #1 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email (required):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact #2 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email (required):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about Dance Phase? Returning Student \_\_\_\_ Yellow Pages \_\_\_ Online\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­ Drive By \_\_\_ Camp\_\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_Referral\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check a box:

 Student **WILL** participate in Dance Phase Recital in May 2023. Costume and Recital fees will be applied to my account. I will still be responsible for costume balance if student withdraws from class before recital.

 Student **WILL NOT** participate in Dance Phase Recital in May 2023. I am only responsible for tuition.

**There are three payment options for the year of 2022-2023. Each option now includes the costume fees and recital fee.**

**\_\_\_\_OPTION #1. Pay by Automatic Bank Debit.** Checking or Savings accounts will be automatically billed on the 5th of the month for tuition, starting September 5th, 2022 and repeating every month ending May 5th 2023. All costume fees will be applied in addition to tuition in November and the recital fee of $125 will be applied in March. There will be a $25.00 fee for all incomplete transactions and must be paid in cash at the front desk. Transactions will be canceled if the account has more than two incomplete transactions. All information will be confidential!

**\_\_\_\_OPTION #2. Pay by Post-Dated Checks.** Nine monthly tuition checks are required starting September 1st, 2022 and repeating every month ending May 1st, 2023. Two additional checks are required for costume fees and the recital fee. There will be a $25.00 fee for all returned checks. If a withdrawal form is turned in to the front desk all remaining post-dated checks will be returned or shredded.

**\_\_\_\_\_OPTION # 3. Pay ½ or full Years Tuition.** September 2022 - December 2023 tuition and costume fees are due September 1st, 2022. January 2023 – May 2023 tuition and recital fee are due January 1, 2023.

**I agree with the payment policies and promise to follow my payment option for the 2022-2023 year. I have read and understand the Dance Phase policies and procedures that are stated on back of sheet.**

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please list the classes the students will be taking this year including Day and Time.

Class: \_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_

OFFICE USE Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2022-2023 Policies and Procedures

*Please check bulletin board and emails for updates throughout the year.*

*All accounts must supply an accurate email address. We do not send out paper mail.*

 **Registration:** A non-refundable fee of $40 per Family is required yearly at time of registration.

 **Payment of Fees:** Tuition must be paid by automatic bank account debit, 9 post-dated checks, or ½ the year’s tuition paid in September and January. Tuition is due the first day of the month; any NSF payments are subject to a $25.00 fee. All fees are non-refundable and Dance Phase will not offer credits, adjustments, or refunds. Payment by Automatic Bank Account Debit; Tuition will be debited from your bank account on the 5th day of each month from September-May. You must sign an auto-debit charge authorization form. Costume balances and will be included with tuition in November and the recital fee with March. Please note monthly invoices will not be mailed out. We send invoices when tuition is unpaid and AFTER costume and performance fees are due as a reminder. You are responsible for knowing when all fees are due!

 **Withdrawal and Refunds:** There is a **one-month minimum** for all lessons. Notice must be given one month prior to the students stopping lessons. Withdrawal must be done in person at the front desk and will not be accepted over the phone or by email. Withdrawal must occur within the first 7 days of the month or tuition for the next month will be applied to account. No withdrawals will be accepted after February 1, 2023. To withdraw from classes a parent or adult student must:

1. Inform school administration in person
2. Complete and sign a withdrawal form provided by the school office
3. Pay any outstanding balance

All automatic bank debiting will stop after the one-month notice period. Dance Phase reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

 **Extreme Weather or Unexpected Interruption of Classes:** If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due these reasons will be given. Dance Phase follows the Edmond Public School System in the event of bad weather and school closings. If schools are closed, Dance Phase will also be closed. If classes are canceled a message will also be left on the studio machine, our Facebook page and the Instagram Page. An email will be sent as well. Call 341-7220.

 **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, any cancelled classes will be made up.

 **Dress Code:** Required dance wear and dance shoes must be worn to all classes. A list of dress code requirements can be found at the front desk.

##  Attendance and Lateness: The school reserves the right to have students who come late to class, sit out the class. Repeated lateness may result in termination of lessons. Students can only attend classes they are enrolled in. Missed classes CANNOT be made up in a different class. Excessive absenteeism may hinder a student’s progress and necessitate a change in class level and/or removal from the class and recital dances. Lisa holds the final decision in these cases.

##  Parent’s Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all fee due dates, school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the dance bulletin board. It is the parent’s responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address or telephone number change.

##  Costumes: Costumes will be selected for each class and ordered in the fall. Costume fees vary by class and payment is due in full November 1, 2022. A costume will be ordered for each dancer unless the parent informs the front desk when enrolling that the student will not be participating in the annual recital and check the appropriate box on the enrollment form. NO REFUNDS are available if a student withdraws after the costume has been ordered.

##  Annual Performance Fee: In an effort to make our performance hassle free there is a $125.00 recital fee for each family participating in recital. This fee will include 4 tickets to the show, a DVD of the performance, and any costume alterations that will be handled by our in-studio seamstress. The fee is due March 1, 2023 and is non-refundable. Additional tickets will be available for purchase at the front desk in May.

##  Care of Students: The school is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before or after class.

 **Injuries:** Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

\_\_\_\_\_\_\_**Illness:** Parents, legal guardians of minor students, and adult students waive the right to any legal action for any illness contracted on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time. Dance Phase is taking all necessary precautions to prevent any spread of illness.

##  Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements, and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

I have read and understand the Dance Phase Policies and Procedures. I agree to these policies.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_