

# STUDENT REGISTRATION / INFORMATION FORM

## Performing Arts Program Dance Season \_\_\_\_\_

One Form per student please

Student's LAST Name: \_\_\_\_\_ FIRST \_\_\_\_\_

Student's Birth Date: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ Age: \_\_\_\_

Parent's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Parent's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Email : \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Relation: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

How did you hear about us? Internet Starlight Website Friend Drive by Other: \_\_\_\_\_

Date Registered D/M/Y \_\_\_\_\_ Date Starting Classes D/M/Y \_\_\_\_\_

1. Day \_\_\_\_\_ Time \_\_\_\_\_ Style: \_\_\_\_\_ Teacher \_\_\_\_\_

2. Day \_\_\_\_\_ Time \_\_\_\_\_ Style: \_\_\_\_\_ Teacher \_\_\_\_\_

3. Day \_\_\_\_\_ Time \_\_\_\_\_ Style: \_\_\_\_\_ Teacher \_\_\_\_\_

Any medical concerns? NO \_\_\_ YES, please explain: \_\_\_\_\_

Has your child danced with STARLIGHT before? No \_\_\_ Yes \_\_\_ How many years? \_\_\_\_\_

Does your child have any dance experience? No \_\_\_ Yes \_\_\_ How many years? \_\_\_\_\_

Are you registering more than one child for this dance season? No \_\_\_ Yes \_\_\_ Name: \_\_\_\_\_

# **AUTOMATIC PAYMENT CONSENT FORM**

## **BY CREDIT CARD:**

Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Discover \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

### Card Holder Billing Address

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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## **PLEASE FILL OUT THIS PORTION AT THE STUDIO**

### Tuition Payments

I, \_\_\_\_\_ authorize Starlight Dance Center to debit my Credit Card the amount of, \$ \_\_\_\_\_ on the first day of each month starting \_\_\_\_\_ and ending May 1,20\_\_\_\_.

My first month tuition fee of \$ \_\_\_\_\_ Plus \$ \_\_\_\_\_ Registration Fee will be debited on \_\_\_\_\_

Your Initial: \_\_\_\_\_

**Recital Costumes:**

In addition, I authorize Starlight Dance Center to charge for Recital Costumes:

\$ 65 on Oct 1, and \$ 65 on Jan 15, .

In the event that my child/children cannot attend a recital, I will give a written notice to Starlight, to receive a costume refund no later than: Oct 10, for the first recital and Jan. 20, for the second recital.

**Initial:** \_\_\_\_\_

**Late Fee:**

**A \$ 10 FEE WILL BE CHARGED FOR ALL DECLINED EFT (ELECTRONIC FUND TRANSFERS) AND CREDIT CARD CHARGES DUE TO INSUFFICIENT FUNDS, CHANGE IN CARD NUMBERS, ADDRESS ETC. IT IS YOUR RESPONSIBILITY TO INFORM THE STUDIO OF ANY CHANGES AHEAD OF TIME. **Initial:** \_\_\_\_\_**

This authority is to remain in full force and effect until the account is paid in full, or Starlight Dance Center has received written notification of its termination within the first week of a month to go in effect the following billing cycle. This time is needed to give Starlight and the financial institution a reasonable opportunity to act.

**Initial:** \_\_\_\_\_

A record of all payments will appear on your bank statement.

**Withdrawals and Refunds:**

**The first two months of your program cannot be cancelled.**

**In the event you need to withdraw your child after the first two months, withdrawal must occur within the first 7 days of the month to go in effect for the following billing cycle.**

**No withdrawals will be accepted after March 31.**

**To withdraw from classes a parent must:**

***Complete and sign a withdrawal-form provided by the school office.***

**Starlight Dance Center reserves the right to terminate classes to any student without notice. In such a case a refund for unused classes will be given.**

**I have received a photocopy of my signed Payment Consent Form (2 pages)**

**I understand all the terms and accept:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# Policies and Procedures

**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 outage, the missed classes will be added on to the end of the teaching year. No refunds due to these reasons will be given.

**Substitutions:** The school reserves the right to provide a substitute teacher if the regular scheduled teacher is ill or otherwise unable to teach class. If a teacher is ill and the school cannot arrange a substitute, any missed classes will be made up.

**Make-up classes:** Absolutely **NO** make-up lessons will be given for students missing classes unless absence is due to serious illness and 24 hour notice has been given to the school office.

Make-up lessons will be limited to two for the September – June Dance season and will require a doctor’s note. NO refunds are given for missed classes. (School activities such as band troops, ski trips, sports games, going to the mall, vacations etc. do not qualify for make-up classes.)

**Dress Code:** Required dancewear and dance shoes must be worn to all classes. Students are not permitted to wear jeans and for safety, dancers are not permitted to wear jewelry. Only the proper footwear is permitted. NO UGGS, SANDALS etc. Long hair must be tied back. Chewing gum is absolutely not permitted on school premises. Please refer to Dress Code sheet.

**Parent’s Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent to be aware of all school activities, such as -Bring a Friend week- Parent viewing days-Recitals – Photo shoots etc. extra classes - dates when the school is open or closed. Starlight will post all updates on the StarlightDanceUSA.com website as well as sending notices home with the student. Please LIKE our Starlight Kids Face-book page, log onto [www.Facebook.com/StarlightDanceKids](http://www.Facebook.com/StarlightDanceKids) . It is the responsibility of the parent to inform the school of any address or telephone number change.

**Care of students:** The school is not responsible for providing before or after class care for students. Parents with students under the age of 5 are to remain in the school during class.

Students are not to be left at the school for excessive time before or after class.

**Class Room:** To avoid distractions parents or guardians are **NOT** allowed inside the classroom while class is in progress.

For the safety and security of the students the taking of photo or video is **ABSOLUTELY NOT** permitted during class. There will be a set day for you to take pictures or videos of your child during the class.

The studio will inform you about photo day.

**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 student before, during or after class.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_