

**Dancemakers Northwest Policies & Procedures**  
**(Please sign and return with completed registration form)**

**Registration:** There is an annual non-refundable \$25.00 per family registration fee required at time of registration (reduced to \$15.00 if paid with September Tuition by August 19<sup>th</sup>). Students registering after January 1<sup>st</sup>, 2010 will be required to pay a \$15.00 registration fee and the entire costume balance at the time of registration.

**Tuition Payments:** Tuition is annual (Sept. thru June), broken down into 10 monthly payments (example: 1 45 minute class is \$340.00/year or 34.00/month). Some months may be longer or shorter than others. All classes will meet at least 36 times each year. If classes are canceled due to inclement weather they will not be made up or refunded, however students are advised to make up any missed classes individually by attending another class on the schedule. Tuition payments are due by the **5<sup>th</sup>** of every month. Payable via cash, check, Visa, MasterCard ,American Express, Discover or automatic bank account debits. September tuition is non-refundable. There will be a **\$5.00 late fee** added to all accounts not paid by the **15<sup>th</sup>** of the month (**no exceptions**). **There will be a \$25.00 Charge For All Returned Checks.** There is a 10% discount for annual tuition paid in full by October 15<sup>th</sup> no refunds. All Accounts Must Be Paid In Full For Students To Perform In The Recital. Payment by automatic Bank Account Debit (optional): Tuition will be debited from your bank account on the 5<sup>th</sup> or 10<sup>th</sup> day of each month (you choose which date best fits your budget). **The month of September is non-refundable. You must sign an auto-debit authorization form. Automatic bank account debits can be canceled with 20 days written notice.**

**Withdrawal policy and schedule changes** - If you need to withdrawal from a class or change classes you must fill out a "registration change/withdrawal" card and hand it directly to the receptionist. **Withdrawals will not be accepted over the phone. You will continue to be charged full tuition on your class until a withdrawal card has been completed.**

**Costumes:** Every year the dance studio has a recital in June. Costumes are purchased for every dancer in each class. There is a **\$35/per class** costume deposit due by **November 21st**. There will be a **\$5.00 late fee** added to the deposit if it is not received by **December 3rd**. The late fee will not be applied towards the balance of the costume. Students registering after January 1<sup>st</sup>, 2010 will be required to pay entire costume balance before a costume will be ordered. Costume prices usually range from \$35.00 - \$65.00ea. plus tax. Pictures of the costumes will be shown to parents in December. Dancemakers will give parents the option to change the size of costume we order for the students. It is the parent's responsibility to check all final costume sizes before **December 14th**. Changes made to costume orders after December 14th may be entitled to a company fee. **Costumes must be paid in full and picked up within one week of arrival by an adult student or guardian. ALL COSTUME BALANCES ARE DUE WITHIN ONE WEEK OF ARRIVAL OR MARCH 15<sup>th</sup> (whichever date comes first).** Costumes are non-returnable once they are ordered. Any costumes not picked up picture dates may become the property of Dancemakers Northwest and your deposit will not be returned.

**Dress Code:** Appropriate dancewear and dance shoes must be worn to classes. **Satin ballet shoes and street shoes are not appropriate.** Hair should always be pulled back out of face. Failure to wear appropriate dancewear can result in students being asked to sit out the class. A detailed dress code will be included in your welcome packet and is posted on our website at dancenw.com

**Attendance** - If students have 3 unexcused absences in a row they may be dismissed from classes without a refund. Tuition will be due for the month the classes were missed. If students are going to miss classes they should call the studio to let their teacher know ahead of time. Refunds will not be given for missed classes. However classes may be made up by attending any other appropriate class listed on the schedule.

**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 school activities such as: recitals, dates the school is opened or closed, when payments are due, etc. Dancemakers will post all such notices on the bulletin board in the entry of the studio and hand out newsletters to students. It is the parents responsibility to inform the receptionist of any address or phone number change.**

**Viewing Area and Care of Students:** The viewing area is a privilege. All children in the viewing area must have **adult** supervision at all times. Dancemakers is not responsible for providing before or after class care for students. Students are not to be left at Dancemakers for excessive time periods before or after their classes.

**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.

**Privacy Policy:** Dancemakers Northwest will use any personal information given to us for necessary business purposes only. We do not sell or distribute personal information such as phone numbers, addresses and email addresses to anyone.

**Injury and Insurance Waiver:** I hereby release my instructor and all sponsoring agencies from responsibility for any injuries I or my child may receive as a spectator or participant at Dancemakers Northwest, Inc. I certify that the level of physical condition determined by myself or our family physician will allow me and/or my child to participate safely in these classes. **All students must provide their own insurance.** I further state that I have read and understand this release and that I am legally competent to sign it.

I have read and understand the above policies and procedures and agree to abide by them. I further state that I have read and understand the injury and insurance waiver and that I am legally competent to sign it.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Signature of Parent or Adult Student

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Date

# Dancemakers Northwest Registration Form

# 2009-2010

**Must be returned with signed Policies and Procedures form.** To register for a class, please write the class# from the schedule next to the type of class you wish to take. Completed registrations with registration fees can be mailed to: Dancemakers Northwest 21201 Hwy 410 East. Bonney Lake, WA 98391  
**Students registering for a Level 3 class must get instructors permission. (253) 863-9096**

<b>Student #1</b>	If you are a returning student and information is different from last year please check here _____		
Name _____	Birthdate _____		
Address _____	City _____	Zip _____	
Phone# _____	Email Address (for newsletters & updates please print clearly) _____		
Guardian Name _____	Emergency Contact _____	Phone _____	
<b>Medical Information We Should Know</b> _____			
How did you hear about us: _____			
Jazz # _____	Combo # _____	Hip Hop # _____	Tap # _____
Ballet # _____	Other # _____		

<b>Student #2</b>
Name _____ Birthdate _____
Medical Information We Should Know _____
<b>Please List Any Information Different from Student #1</b> _____
<b>Classes Registering For:</b>
Jazz # _____ Combo # _____ Hip Hop # _____ Tap # _____
Ballet # _____ Other # _____

<b>Student #3</b>
Name _____ Birthdate _____
Medical Information We Should Know _____
<b>Please List Any Information Different from Student #1</b> _____
<b>Classes Registering For:</b>
Jazz # _____ Combo # _____ Hip Hop # _____ Tap # _____
Ballet # _____ Other # _____