

# Chris Collins Dance Studio

Building Confidence and Making Memories since 1975

OFFICE USE ONLY	
Account No.:	
New	<input type="checkbox"/>
Returning	<input type="checkbox"/>

Fill out One Form per student  
Please Print all information

## Account Information

Person responsible for account: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home phone \_\_\_\_\_

*Adult students continue on to student information*

Mother _____	Father _____
Work phone _____	Work phone _____
Cell phone _____	Cell phone _____
E-mail: _____	E-mail: _____

**Party responsible for account, read and sign the back of this form**

## Student information

Student Name: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student email: \_\_\_\_\_ Referred by: \_\_\_\_\_

**Previous experience:** \_\_\_\_\_  
 \_\_\_\_\_

**Student address if different from billing address:**

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

For office use only					
Enrollment					Account Summary
Day	Time	Class	Room	Hours	No. Of Students on account: _____
1	_____	_____	_____	_____	Total hours on account: _____
2	_____	_____	_____	_____	Registration fees: _____
3	_____	_____	_____	_____	Total Company Fees: _____
4	_____	_____	_____	_____	Registered by: _____
5	_____	_____	_____	_____	Date: _____
6	_____	_____	_____	_____	Amount Received: _____
7	_____	_____	_____	_____	MOP: _____
8	_____	_____	_____	_____	Notes: _____ _____ _____
9	_____	_____	_____	_____	
10	_____	_____	_____	_____	
11	_____	_____	_____	_____	
12	_____	_____	_____	_____	
Total Hours for this student: _____					

# Read Carefully Before Signing:

## General Information

Studio policies are outlined below as well as our website. Studio Policy should be kept for future reference. It is expected that all students will conform to the rules of the studio and behave in a manner courteous to staff and fellow students. Absolutely no one should be in dance rooms unless invited by the teacher. Teachers cannot easily talk with parents between classes. If you need to speak with a teacher, please leave a message in the office and they will be happy to call you. \_\_\_\_\_ (initial) Updated information about our dance studio is always available on our website- [www.chriscollinsdance.com](http://www.chriscollinsdance.com) **Note:** Promptly notify us of any change of phone or address.

## Calendar

Classes are offered on a regular weekly basis for ten months with a separate summer session. In order to give Monday students, the same amount of lessons as other students, we are open all Monday holidays with the exception of **Labor Day** and **Memorial Day**. Specific closing dates such as **Thanksgiving**, **Christmas**, and **Spring Breaks** will be posted. Students should receive a calendar for the year upon registration. These dates, as well as parent visitation dates and other information will be confirmed in the studio newsletters. \_\_\_\_\_ (initial) **Note:** Please check our website regularly for information – especially if you have not received a newsletter from your student. These are the main source of communication. Be sure to read each copy carefully.

## Emergency Closing

In the event of bad weather, the Chris Collins Dance Studio will usually follow the policy of the public schools if they are released early or closed for the day. Recordings will be updated on the main studio line if classes are cancelled. Individuals, who choose to, may arrange makeup lessons with the instructors. \_\_\_\_\_ (initial)

## Tuition

Tuition payments are done through our online system "the Studio Director". Tuition is Due prior to the 1st of each month. \_\_\_\_\_ (initial) We accept Visa and MasterCard. Tuition is based on a yearly fee, and may be paid in full at time of registration (giving you one month FREE). For your convenience, it may be split into equal payments due prior to the 1st of each month. You may elect to process recurring payments which can be setup online via "the Studio Director". It is important to note that tuition is considered late after the 5th of each month and a \$25.00 late fee will automatically be applied to your account. \_\_\_\_\_ (initial)

With that it is your responsibility to ensure the form of payment provided to us is current. Tuition is not pro-rated for absences or closings. All payments are non-refundable and non-transferable. If you elect to use our automatic recurring payments, it is your responsibility to enter new card if your card on file expires or has changed. Automatic recurring payments is set for balance due for payments on tuition, costume, studio fees, or supplies. Additionally, if a payment is declined you are subject to an administrative late fee of \$25.00. \_\_\_\_\_ (initial) **REGISTRATION FEE: \$50.00 PER YEAR PER FAMILY.** All Studio students are registered through June and Company students through July. First tuition payment and registration fee is due prior to the first class. If a student wishes to drop a class, a written two-week notice must be provided to the office (please use the Drop/Add Form). Tuition will still be due during those two weeks whether a student attends class or not. **TUITION IS BASED ON TOTAL NUMBER OF HOURS FOR ALL STUDENTS IN IMMEDIATE FAMILY**

Missed classes may not be pro-rated. If Tuition is thirty days overdue, students may not be able to participate in classes. In June, all accounts must be cleared or students will not perform in the year-end recital. If a student's account is 120 days overdue, the student may be withdrawn from classes. \_\_\_\_\_ (initial) You are still liable for past due payments, late fees, costume balance and any other financial commitments outstanding.

The person signing this form is given information on the studio policies and is responsible for reading it and keeping up with all communications and policies throughout the year.

**I attest that I have read the above tuition policy and agree to the terms of the policy:**

\_\_\_\_\_  
*Signature of Adult Student or Legal Guardian of Minor*  
\*Person signing this card is responsible for all charges on account

\_\_\_\_\_  
*Print name*

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

**Please list any medical conditions or allergies that we should be aware of with this student:**

\_\_\_\_\_  
\_\_\_\_\_

All students and parents should recognize there is a risk of illness or injury inherent in any exercise, gymnastics or dance program. Further, no program of strenuous exercise should be undertaken contrary to the advice of a physician, or while suffering from any illness. All students should consult their physician before beginning any program of strenuous physical activity such as exercise, acrobatics or dance.

I understand **Chris Collins Dance Studio** is responsible for students during class time only. I hereby release, acquit, and agree to indemnify and hold harmless **Chris Collins Dance Studio Inc.**, its employees, agents, and its successors and assigns from any liability or claims of any kind whatsoever resulting or arising from my participation in any programs offered or sponsored by **Chris Collins Dance Studio, Inc.**, or the participation therein of any of my children.

\_\_\_\_\_  
*Signature of Adult Student or Legal Guardian of Minor*

\_\_\_\_\_  
*Print name*

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

**Photos of registered students can be used as publicity in advertising or on our website.**