



# Center Stage Dance Academy

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Email us at: [csda.elitecompany@gmail.com](mailto:csda.elitecompany@gmail.com) and [csda.danceacademy@gmail.com](mailto:csda.danceacademy@gmail.com)

## REGISTRATION FORM

Registration Fee: \$35.00

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

Family Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

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1. Student's Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_ AGE: \_\_\_\_\_ Student Email: \_\_\_\_\_

Medical Info: \_\_\_\_\_

Class: \_\_\_\_\_ Day and Time: \_\_\_\_\_

Class: \_\_\_\_\_ Day and Time: \_\_\_\_\_

Class: \_\_\_\_\_ Day and Time: \_\_\_\_\_

Class: \_\_\_\_\_ Day and Time: \_\_\_\_\_

2. Student's Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_ AGE: \_\_\_\_\_ Student Email: \_\_\_\_\_

Medical Info: \_\_\_\_\_

Class: \_\_\_\_\_ Day and Time: \_\_\_\_\_

Class: \_\_\_\_\_ Day and Time: \_\_\_\_\_

Class: \_\_\_\_\_ Day and Time: \_\_\_\_\_

Class: \_\_\_\_\_ Day and Time: \_\_\_\_\_

●**Medical Release:** In the event you are unable to reach me, in the case of accident or injury, I give my permission for treatment as deemed necessary by staff or emergency personnel. I also release Center Stage Dance Academy and its staff of liability in case of injury or accident incurred to:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

●**Studio Information and Policies:** I have read all studio information and policies including but not limited to monthly tuition, attendance/cancelations, and Parent responsibility. I fully understand and agree to abide by these policies.

Parent/Guardian Signature: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit Card: \_\_\_\_\_

●Make all checks payable to Center Stage Dance Academy.

●Registration is not complete without a **SIGNED Credit Card on File Form**.

# Center Stage Dance Academy: Student Information and Policies

☐ **REGISTRATION**- An annual non-refundable fee is required at registration. Classes are confirmed with a completed registration form, signed information and policy form, and a valid credit card on file form.

☐ **TUITION PAYMENTS**- Tuition is due by the **1<sup>st</sup> of each month**. Tuition is paid by Personal Check, CASH, or credit card. Payments more than 7 days late will be charged the credit card on file and are subject to a \$10.00 late fee. Returned checks will include any bank charges and/or a \$25 fee.. Accounts more than 30 days past due will result in suspension of the student until all payments and late fees have been collected. Students that may take a month off during the year will be expected to make their tuition payment for the month missed. PLEASE NOTE: TUITION IS PER YEAR BASED ON A 32-34 WEEK YEAR DIVIDED INTO 9 EQUAL MONTHLY PAYMENTS. Tuition remains the same regardless of absences and whether it is a long (5-weeks) month or a short (3- weeks) month!

☐ **ADD/DROP**- If you need to drop or add a class at any time during the year, you will need to fill out a drop-add form. These can be found in the office or online. They must be submitted to [cda.danceacademy@gmail.com](mailto:cda.danceacademy@gmail.com) Not showing up for classes, does not constitute a withdrawal from class. You will continue to be charged for tuition until the drop-add form has been completed. We require 30 days' notice. Classes dropped after March 1st will require tuition payment in full for the completion of the year.

☐ **MAKE-UP CLASSES**- In the event a student misses a class due to illness, he/she may make the class up in a class of a comparable level. There will be no refunds or credits for classes missed.

☐ **CANCELLATIONS**- Center Stage Dance Academy's schedule allows for cancellations of classes without the necessity of a make-up class. Center Stage Dance Academy reserves the right to substitute a teacher for any class without notice. It is not always necessary to cancel class when schools are closed due to bad weather. Please contact the studio if there is any doubt as to whether or not classes will be held.

☐ **ATTENDANCE**- Any student that misses more than 3 classes after March 1<sup>st</sup> may be excluded from our end of the year recital. Absolutely no refund will be given for costumes. If a student has a serious illness, please contact the studio to make arrangements for extra help. Exclusion from the recital is at the discretion of the instructor. NOTE: CENTER STAGE DANCE ACADEMY FOLLOWS THE FORT MILL DISTRICT SCHOOL SCHEDULE

☐ **REQUIRED DANCE ATTIRE**- For all classes students must wear proper dance attire. Students will not be permitted to dance if they are not properly dressed. Students may wear dance shorts, skirts, leotards, dance bras, tights, dance pants and ALL proper dance shoes. Hair must be properly secured.

☐ **RECITAL**- Center Stage Dance Academy presents its annual recital in June. Students are encouraged to participate but are in no way obligated to do so. If you decide not to participate in the recital, you must notify the studio by Nov. 1<sup>st</sup>.

☐ **COSTUMES FEES** - Recreational costume deposits will be due with the November 1st tuition payment. The remaining balance will be due with the February 1st tuition. Costume fees are non-refundable.

☐ **RESPECT**- It is Center Stage Dance Academy's belief that all students should respect their peers, instructors, and our beautiful facility. Students that behave in a manner that is likely to cause harm to other students or our facility will be removed from class immediately.

☐ **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.

☐ **PARENT'S RESPONSIBILITY** - I agree to have my child dressed appropriately for class. I agree to drop off and pick up my child on time. I agree to regularly check the studio calendar to ensure.