

# 2009-10 Registration Form—One Per Student, Please

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Mom's Cell Phone: \_\_\_\_\_ Dad's Cell Phone: \_\_\_\_\_

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

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

Medical Concerns: \_\_\_\_\_

Emergency Contact & Phone Number \_\_\_\_\_

**NCD REQUIRES PARENTS SUBMIT EMERGENCY PROTOCOLS FOR STUDENTS WITH MEDICAL ISSUES.**

How did they hear about us?

Drove-by    Yellow Pages    Website    Friend    Argus    Clipper    Other \_\_\_\_\_

Class Title	Day and Time	Tuition

**Total Monthly Tuition:** \_\_\_\_\_

Reg. Fee (\$15) per student: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Automatic Payment Form Completed? \_\_\_\_\_

**Refund/Withdrawal Policy**  
 Ten (10) days' written notice is necessary to drop a class and to delete future scheduled tuition payments. The advance notice can be given by completing a withdrawal form at the studio. Alternatively, the advance notice can be given by sending an email to [nwcd@integra.net](mailto:nwcd@integra.net). If 10 days advance notice is given by email, a withdrawal form must be completed at the studio at least one (1) day prior to the next scheduled tuition payment.  
**NCD does not issue refunds or credits for missed classes.**

*For Office Use Only:*

Entered into **DanceWorks?** \_\_\_\_\_ Date: \_\_\_\_\_ Your Initials: \_\_\_\_\_

# 2009 - 2010 Term

## Policies

### Registration

Non-refundable fee of \$15 per student is due at the time of registration.

### Payment of Fees

Fall tuition is to be paid on September 1<sup>st</sup> and each consecutive month on the 1<sup>st</sup>. Payment must be made by charging to the account on file or via online bank bill pay. There is a 20% discount on tuition per family if enrolled in three or more classes. Students are responsible for their attendance and no refunds or credits will be given for student absences. Students may take a make up class during the term only for classes they miss. NCD is not responsible for the convenience of make up classes. NCD reserves the right to cancel classes if the minimum enrollment is not met, and a tuition credit will be given. Otherwise, all tuition and fees are non-refundable. No extensions, transfers, credits or refunds.

### Attendance, lateness, behavior

As a courtesy to our faculty, students are strongly encouraged to call in advance if they foresee missing a class. The school reserves the right to have students who arrive late, especially after the first 15 minutes, to sit out the class. If students need to leave class early, please let the teacher and staff know in advance.

Picking up students on time is important. If students are consistently waiting longer than 15 minutes for pick up, parents may be charged for the staff time spent waiting with the students.

Respectful behavior is critical for a supportive learning environment, and is expected at all times. In the event that a student is disrespectful, NCD reserves the right to have him/her leave the class. If disrespectful behavior continues, his/her lessons may be terminated.

### Dress Code

Students are to wear cover-ups and street shoes to and from the studio and adhere to the dress code described in the attached flyer.

### Injuries

Parents, legal guardians of minors, 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 students before, during, or after class time.

### Withdrawals and Refunds

Withdrawal must be done in person or email and will not be accepted over the phone. Ten (10) days' advance notice is necessary to drop a class and to delete future scheduled tuition payments. The advance notice can be given by completing a withdrawal form at the studio. Alternatively, the advance notice can be given by sending an email to [nwcd@integra.net](mailto:nwcd@integra.net). If 10 days advance notice is given by email, a withdrawal form must be completed at the studio at least one (1) day prior to the next scheduled tuition payment.

Because a space is reserved for you, all tuition and fees are non-refundable. No extensions, transfers, or credits. Sorry, no exceptions.

I've read and understand the above policies and procedures and agree to abide by them.

\_\_\_\_\_  
Student Name (Please print)

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

\_\_\_\_\_  
Date