

# **SHELLY TRUE DANCE ACADEMY**

## **FALL 2020 - SPRING 2021 REGISTRATION FORM**

Students name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_

Mom/Guardian \_\_\_\_\_ Cell # \_\_\_\_\_

Email (print clearly) \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Cell # \_\_\_\_\_

Email (print clearly) \_\_\_\_\_

Emergency contact -  
Name/relation \_\_\_\_\_ Cell # \_\_\_\_\_

Classes - day - time -  
\_\_\_\_\_  
\_\_\_\_\_

**I understand and agree that neither Shelly True Dance Academy, it's agents, teachers or employees shall be held responsible or made subject to any claim from injury or accident which may result in connection with any attendance at the school or any of it's related functions.**

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT POLICY I understand that tuition is due the 1<sup>st</sup> of each month. A \$25 late fee will be added to my bill if it is not paid by the 5<sup>th</sup>. I also understand that classes are a flat rate and that no refunds and no pro-rating is granted. It is the responsibility of the student to make up any lost hours.**

\_\_\_\_\_  
Signature of parent (or financially responsible party) Date

## **SHELLY TRUE DANCE ACADEMY POLICIES AND PROCEDURES**

Shelly True Dance Academy does not mail out information packets or billing statements. All studio information is sent out in emails so please make sure we have an email address for you that you check frequently. All recital info goes out via email as well.

There must be at least three students in a class for that class to be held. If a class falls below the three students during the year, it may be cancelled at any time throughout the year.

Please do not let your child go into the dance studios until the teacher calls them in for class. Teachers are only responsible for students during class time. Office personnel are not responsible for students at any time.

There is an annual \$35 registration fee per family. The registration fee is due upon registration. The student will not be signed up for any classes without the registration fee payment in full.

Tuition is due during the first week of the month. Tuition received after the 5th of the month will have a \$25 late fee added. Shelly True Dance Academy runs on ten 4 week sessions. Tuition must be paid each month prior to taking class. A \$25 charge will be added for any returned checks or insufficient funds on automatic withdrawals. If you know you will be gone during the week tuition is due, please pay early. If a child is sick during the week tuition is due, you may mail the payment in or call/email and make special payment arrangements.

**Refund policy:** No credits or refunds for missed classes. Make-up classes are allowed and must be made up within eight weeks. A 4-week notice must be given in writing to our office if you are withdrawing from a class. Classes already paid for above and beyond the 4-week withdrawal notice will remain as a credit on your account for up to two years to be used on future tuition. The 4-week notice begins from the date the withdrawal line is signed and dated at the bottom of the registration form. Classes or payment from the 4-week withdrawal notice are not transferable to another student or sibling. Recital costumes will not be refunded.

**Attendance:** It is extremely important that dancers attend all classes. Consistency in training and hard work is what encourages improvement. Dancers should arrive no more than 15 minutes before class and picked up promptly after class. We truly care about the safety of our students.

**Recital:** It is understood that all registered students will participate in the Seasonal Shows. We will have a show in December and one in June. There will be a \$35/family recital fee to cover the costs of renting a facility, props, staff, etc.

**Studio Closure:** If the school district in your area is closed, please contact the studio after 3:00 pm to see if we will be holding classes. Often by this time the roads have been cleared and we will be holding class.

