

**THE WESTFIELD SCHOOL OF DANCE
REGISTRATION FORM/AUTOMATIC PAYMENT CONSENT FORM**

Student's Last Name: _____ Student's First Name: _____

Parent's Name: _____

Student's Birth Date: _____ Grade in School: _____ School Name: _____

Medical Condition: No Yes Brief Explanation: _____

Class Name	Class Day & Time	Class Length	Start Date	Tuition
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr <input type="checkbox"/> Add-on		<input type="checkbox"/> pay in full <input type="checkbox"/> 4-payment plan <input type="checkbox"/> 50% off
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr <input type="checkbox"/> Add-on		<input type="checkbox"/> pay in full <input type="checkbox"/> 4-payment plan <input type="checkbox"/> 50% off
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr <input type="checkbox"/> Add-on		<input type="checkbox"/> pay in full <input type="checkbox"/> 4-payment plan <input type="checkbox"/> 50% off
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr <input type="checkbox"/> Add-on		<input type="checkbox"/> pay in full <input type="checkbox"/> 4-payment plan <input type="checkbox"/> 50% off
		<input type="checkbox"/> 30 min <input type="checkbox"/> 45 min <input type="checkbox"/> 1 hr <input type="checkbox"/> 1.25 hr <input type="checkbox"/> 1.5 hr <input type="checkbox"/> Add-on		<input type="checkbox"/> pay in full <input type="checkbox"/> 4-payment plan <input type="checkbox"/> 50% off

Phone#: _____ Work/Emergency/Cell Phone#: _____

Address: _____
Street City Zip Code

Email Address: _____ Date Registered: _____
Month Day Year

How did you hear about us? Internet Sign Post Card Ad Friend Phone Book

**Method of Payment- WSOD ONLY ACCEPTS PAYMENT by auto withdrawal from your checking acct.
*All charges will appear on your bank statement as Westfield School of Dance***

Checking Account – attach voided check here and auto payment form **Phone Authorization**

The Westfield School of Dance will do its best to provide a safe environment and training for our students. However, despite the best of circumstances, there is a possibility of injury during class or rehearsal. Please read and sign the waiver below.

WAIVER

I certify that my child is in good health and capable of participating in all activities and classes. I hereby release and forever discharge The Westfield School of Dance of and from any and all claims, demands, rights or cause of action of whatsoever kind or nature, arising from, or by reason of, any and all known or unknown, foreseen or unforeseen bodily or personal injuries and the consequences thereof.

Signature of Parent or Guardian _____ Date _____

I hereby give permission for my child to be photographed for promotional use. **Initial** _____

I hereby give permission for my child to be filmed during performances and/or special events. The Westfield School of Dance may sell these tapes/DVDs to The Westfield School of Dance parents and children. **Initial** _____

PLEASE SEE BACK

POLICIES AND PROCEDURES

_____ **Registration:** A \$35.00 NONREFUNDABLE REGISTRATION FEE & PAYMENT #1 is due when registering for class. The registration fee is good for one dance season and is required for each member taking class.

_____ **Payment Fee:** RETURNED PAYMENT FEE is \$35.00.

_____ **Payment Schedule: ALL TUITION PAYMENTS ARE MADE BY AUTO PAYMENT.**

Class payment is NOT charged on a monthly or individual class basis but based on a calculated TOTAL average of classes for the entire dance season that runs from September to June. WSOD divides the calculated yearly average into 4 payments for your convenience. Regardless of whether there are 4, 5 or 2 weeks in a month due to vacation and/or holiday breaks, the tuition is based on the total for the dance year. You have 2 payment options: **Payment in Full or 4x/year payment plan** with Auto Payment or the 4-payment plan. If choosing the 4-payment option, tuition is deducted from your checking account on or around the 1st of the scheduled payment month. You will receive an e-mail stating that a payment is being processed. Any account 60 days past due will automatically be sent to collection at which time WSOD may require payment in full.

_____ **Withdrawal:** Thirty days signed WRITTEN notification (not email) along with an official WSOD withdrawal form is required PRIOR to the month of withdrawal in order to withdraw from class. In the event of withdrawal: payment #1, registration fee and any and all tuition due up to and including the registered period is 100% NON-REFUNDABLE, regardless of time of withdrawal. Anyone withdrawing after January 1st is responsible for full years' tuition.

_____ **Inclement Weather:** In the event of studio closing due to inclement weather, you may attend a make-up class before April 1st. WSOD does not refund any money due to inclement weather and any circumstances beyond our control.

_____ **Absences:** If a student misses class for any reason, it is both the responsibility of the parent and the student to make sure the studio is contacted and the student attends a make-up class before April 1st. In the event of illness, please notify the studio of illness and keep your child home until a doctor clears them for all activities. This includes any ill siblings, care takers or family members who wait in the waiting room. Aside from illness and excused absences, students are required to attend class regularly. A doctor's note is needed to return to class for any prolonged illness or injury.

_____ **Correspondence:** ALL correspondence is to be directed properly through the office. Students and teachers are not to exchange personal contact information including cell phone numbers and e-mail addresses regardless of the circumstances.

_____ **Substitutions:** The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, you will be notified with make-up options.

_____ **Tardiness:** Students must be on time for class. Tardiness in excess of 10 minutes should be avoided. If a student arrives more than 10 minutes late, it is up to the discretion of the teacher if you will be permitted to participate. Excessive tardiness will result in dismissal from the class. Older students are encouraged to arrive up to 15 minutes before scheduled class time to warm up. All students should be picked up on time. If late in pick up, no more than 10 minutes after a student's class is finished is permitted. Pre-school: If someone else is picking up or carpooling, please inform instructor.

_____ **Performances:** Performing for an audience is an exciting part of dancing and WSOD loves being able to showcase all of its talented students. However, performances are also a lot of work. Participation in performance requires dancers to be present and actively engaged at all rehearsals. Frequent unexcused absences will result in limited performance opportunities at the discretion of the choreographer, as it is impossible to incorporate dancers into choreography when not present. Additional rehearsals may be required for a performance and attendance is mandatory.