



# Registration Form & Automatic Payment Consent Form

For Office Use Only	
Processed By	_____
Date Processed	_____
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> CK # _____
	<input type="checkbox"/> CC <input type="checkbox"/> CCOF _____
Amt Paid \$	_____

DATE OF REGISTRATION: \_\_\_\_\_

**STUDENT INFORMATION:**

Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name Student Goes By: \_\_\_\_\_ Student's T-Shirt Size:  YS  YM  YL  AS  AM  AL  
 AXL

Student Lives With:  Both Parents  Mother  Father  Grandparents  Other \_\_\_\_\_

Student's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Female  Male

Medical Conditions or Allergies, etc.: \_\_\_\_\_

Grade Entering 2021-2022 School Year: \_\_\_\_\_

School Attending 2021-2022 School Year: \_\_\_\_\_

**FAMILY INFORMATION:**

Parent Names: \_\_\_\_\_

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

Cell # (Mom): \_\_\_\_\_ Cell # (Dad): \_\_\_\_\_

Additional Phone #:(Name) \_\_\_\_\_

Primary Email for LSJ system: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

**BILLING INFORMATION:**

Payment Method: Check # \_\_\_\_\_  Card on File  Visa  MasterCard  Discover  American Express

Name on Credit Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**RELEASE:** I hereby authorize LSJ Dance to charge my bank or credit card account the amount of the tuition fee as indicated by the Tuition Fee Schedule. I understand that said amount will be charged monthly on the 25<sup>th</sup> day of the month preceding the month for which the tuition is applied. I also agree and understand that the initial tuition amount will be charged on the date of this agreement. I further acknowledge, agree and understand that the tuition rate may be subject to change without further notice and that any changes will be effective on the date indicated by LSJ Dance via their website and/or email.

I further acknowledge, agree and understand that I am responsible for disclosing any medical conditions that my student may have and furthermore understand that my child may be at risk for injury or illness commonly sustained as a part of an athletic or dance activity and hereby release LSJ Dance and any of its subsidiaries, instructors, owners, and/or employees from any liability for such injuries.

In addition, I agree to provide the studio office with a 30-day written notice from the 1<sup>st</sup> of the month should I elect to discontinue classes or should I wish to discontinue a method of payment. I further understand that under no circumstances will any refunds be issued for any tuition or fees that may be paid as a result of participation in any event, class, recital or competition in which LSJ Dance participates.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY NOTIFICATION INFORMATION:**

Emergency Contact Name (Other than parents): \_\_\_\_\_

Emergency Cell#: \_\_\_\_\_ Emergency Home#: \_\_\_\_\_

**How did you hear about us?**

**Please list the classes that you are registering for below.**

# Policies and Procedures

**Registration:** A non-refundable fee of \$55 per student is required annually at the time of registration (Sibling registration is \$50).

**Tuition:** Tuition of classes is based on a 10-month season. LSJ takes into consideration all holidays and breaks for the 10-month dance season when calculating tuition. LSJ then divides the tuition into 10 equal monthly payments for the dance season.

**Payment of Fees:** Tuition must be paid by automatic bank account debit, automatic credit card payment or by check or cash. Tuition will be debited from your bank account or charged to your credit card on file on the 25th day of each month for the following month's tuition through auto-pay. **We charge 1<sup>st</sup> month's tuition at the time of registration.** Cancellation of your automatic payment is accepted only in writing and must be tendered **a full 30 days in advance of the date you intend to cancel.** Any funds collected during that cancellation period will be non-refundable. All payments made by check or credit card on a monthly basis are due by the 1st day of the month. Accounts not paid by the 5<sup>th</sup> day of the month may be assessed a \$10 late fee per class.

## **Studio Payment Policy Fees:**

1. There is a decline credit card fee of \$10.00.
2. There is a returned check fee of \$30.00. (I hereby authorize LSJ Dance to electronically debit my bank account for any NSF paper check plus a \$30.00 Returned check fee.)
3. There is a late tuition and late competition fee payment of \$10.00 per class per month.
4. If account or competition fees fall behind, 18% interest will be added to your balance at the end of each month until it is paid in full. (This includes competition fees, tuition, dancewear, and privates).
5. To attend Classes, Competitions, Recital, Privates, Master Classes, Dance Camps, & Workshops, accounts must be current.
6. If an account is behind by more than **one month** it is possible the dancer will not be permitted into class until the account is current.
7. IF THERE IS A PROBLEM PLEASE SEE OFFICE AS SOON AS POSSIBLE SO WE CAN HELP.

**Company Competition Teams:** Competitive team fees are non-refundable. If a dancer quits a competitive team dance after costumes are ordered or registration for a contest has been completed, you are still required to pay those fees.

**Costume & Recital Fees:** Costume fees for the year-end recital will be charged to your auto-debit or auto-credit card charge on the date noted by LSJ Dance.

**Costume Fees and Recital Fees are non-refundable,** even if a student withdraws from LSJ Dance.

**Withdrawal and Refunds:** There is a two-month minimum for all lessons. One-month's (30 days) notice from the first of the month is required to discontinue any classes. Withdrawals must be done via email or in written form to the LSJ office. Drops are not accepted over the phone or verbally. Withdrawals must be done through the LSJ Dance office and **NOT** with the teacher, instructor, assistant teacher or assistant instructor. Withdrawals must occur within the first 7 days of the month. **All Competitive Fees are non-refundable.** No withdrawals will be accepted after April 1st. All automatic bank debiting or credit card charges will stop after the full one-month's notice period.

**Substitutions:** LSJ Dance 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 LSJ Dance cannot arrange a substitute teacher, any missed classes will be made up.

**Dance Dress Code:** Required dancewear and dance shoes must be worn to all classes.

**Make-up Lessons:** If you have to miss a class, you are allowed to take another class as a make-up class as long as you are eligible by ability. No make ups are allowed for competitive classes.

**Holidays:** LSJ Dance does not hold regular classes on certain legal and celebrated holidays, including but not limited to New Year's Day, Good Friday, Easter, Spring Break, Memorial Day, 4th of July, Labor Day, Halloween, Thanksgiving Week, and Christmas Break, nor do they offer a discount or refund for classes that would otherwise take place on those days. In addition, the studio will take a week break before our summer and fall sessions begin. LSJ Dance takes all holidays and breaks into account when calculating our yearly tuition. The tuition is then divided evenly into equal monthly payments for the season.

**Dance Class Attendance and Tardiness:** LSJ Dance Company dancers that miss 3 or more competitive classes may be subject to the charge of extra practices to get teams ready for competitions and performances. Three tardies will be equivalent to an absence.

**Performance Week:** Dancers must be in class the week of a performance or competition in order to dance or compete at the event.

**Parent's Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all activities, recitals, extra classes, and dates LSJ Dance is open or closed. LSJ Dance will post all such notices in the studio, on social media, as well as the website and emails sent out. It is the parent's responsibility to regularly check emails to ensure they are informed. It is the responsibility of the parents or adult students to inform LSJ Dance of any credit card numbers, credit card expiration dates, mailing address, email, or telephone number changes.

**Care of Students:** LSJ Dance is not responsible for providing before or after class care for students. Parents with students under the age of 5 are to remain in the building during classes. Students are not to be left at the studio for excessive time before or after class.

**Injuries and Illness:** Parents or legal guardians of minor students and adult students waive the right to any legal action for any injury or illness sustained on LSJ property resulting from normal dance activity and exposure to others or any other activity conducted by the students before, during or after class time.

**Photo Release:** LSJ Dance is hereby granted permission to take photographs of the students to use in brochures, websites, studio social media, posters, advertisements and other promotional materials LSJ Dance creates. Permission is also hereby granted for LSJ Dance to copyright such photographs in its name.

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_