



# REGISTRATION FORM 2010-2011

**PARENT INFORMATION:**  
**Parent registering child IS responsible for All Dance Expenses.**  
 Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone # \_\_\_\_\_ (home) \_\_\_\_\_ (alternate)  
 Email Address: (Please Print) \_\_\_\_\_

**STUDENT INFORMATION:**  
 Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_ ( MM/DD/YY) Age as of Sept 1: \_\_\_\_\_  
 Previous Dance Experience (Other than ADA): \_\_\_\_\_  
 Any medical conditions, Allergies, or medications we should be aware of:  
 \_\_\_\_\_

**Are you interested in Competition?** Please Circle: Yes or No

**CLASSES ATTENDING:**

Class:	Day/Time
Class:	Day/Time
Class:	Day/Time
Class:	Day/Time
Class:	Day/Time
Class:	Day/Time
Class:	Day/Time
Class:	Day/Time
Class:	Day/Time
Class:	Day/Time
Class:	Day/Time

**REGISTRATION IS NOT COMPLETE UNLESS A VOID CHEQUE OR CREDIT CARD AUTHORIZATION FORM HAS BEEN RECEIVED AND COMPLETED.**

**METHOD OF PAYMENT:**  
 Credit Card (Please Fill out Authorization Form) Void Cheque (EFT)

**\*\* For Office Use Only\*\***

Customer QB: \_\_\_ QB MemTx: \_\_\_ Excel Master: \_\_\_ Excel Attendance: \_\_\_ Email: \_\_\_  
 Entered By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Audited By: \_\_\_\_\_ Date: \_\_\_\_\_  
 EFT Payment Entered: \_\_\_\_\_ Credit Card Payment Entered: \_\_\_\_\_

**\*\*Please read and sign the second page\*\***

## **SCHOOL POLICIES:**

### **Payment:**

The registration fee, 1<sup>st</sup> & last month fees and the costume deposit are due upon registration and are **non-refundable**. Students will **not** be considered registered until all payments and arrangements have been made; and therefore may not participate in class until that time.

The Alberta Dance Academy's costs are fixed, and therefore individual class absences do not equal a reduction in expenses.

Fees may be paid in full, or paid monthly. All Fees paid monthly must be in the form of Electronic Funds Transfer (EFT) or Debit from a Credit Card. A \$20.00 administration fee will be applied to **ALL** NSF payments.

### **Cancellation Policy:**

One months notice must be given in **WRITING** prior to the withdrawal from a class. A **Cancellation Form** must be filled out and delivered to the front desk prior to the 1<sup>st</sup> of the month.

**After February 1<sup>st</sup> no refunds will be given;** therefore, it is recommended that your dancer completes the year. Students may transfer to another class as long as space permits.

Adult sessions and Parent & Tot sessions will not be refunded after the start of the session.

**All exam fees, Competition fees, Competition Showcase and Recital Tickets are NON-REFUNDABLE.**

### **Liability:**

The Alberta Dance Academy Ltd. **will not** assume liability for any lost or stolen property, or for any bodily or personal injury consisting of/or arising out of any participant practicing or participating in any physical training at or away from the Alberta Dance Academy. To avoid such issues **ADA strongly recommends that students are not left unattended.** Any person found causing damage to the studio will be held liable for the cost of repairs.

### **General Rules and Regulations:**

1. I am aware of all ADA policies and procedures. Including that the registration fee, first & last month fees, and the costume deposit are non-refundable.
2. I am aware that all full year programs will perform in the year end recital and that a costume cost is required for each class. More Information will come in February
3. I am aware that tickets must be purchased for the year-end recital in order to attend.
4. I am aware that all not all students will be ready to take an exam, or participate in competition. Students will be invited by a teacher if they are able to participate.
5. **I am aware that all teachers reserve the right to move my child to a different level if the level they are registered for is inappropriate.**
6. I am aware that the Alberta Dance Academy has a dress code. Failure to comply may lead to the dancer being excused from class.
7. All Students and Parents involved with the Alberta Dance Academy will **conduct themselves in a professional and positive manner at all times.**
8. All Students of the Alberta Dance Academy **are expected** to be in attendance at Competition Showcase and Competitions, if participating, as well as Dress Rehearsal and Year-End Recital.
9. The Alberta Dance Academy Ltd. Reserves the right to use photographs and videos taken of our program activities in any advertisements and promotions.

**I have read the Alberta Dance Academy brochure and the above information, and am aware and comfortable with all policies and regulations.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)