



How did you hear about us? \_\_\_\_\_

### **Dancer Information**

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

### **PARENT(S)/GUARDIAN(S) RESIDING WITH CHILD**

1. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

1. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

### **Emergency Contact**

1. Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Health Insurance information:**

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**Class Name**

**Day**

**Time**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Payment Information (one method required on file)**

**Credit Card (visa or master card only)**

Credit Card number

Expiration (Month/Year)

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Name as it appears on card

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Billing address

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## Bank Draft

Name as it appears on your bank statement

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Account Number

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Routing Number

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### **Required Policies and Agreements**

#### **Annual registration fee**

There is a \$50 registration fee for the first student and \$25 per additional student for the 2018-2019 session for a maximum of \$100 per family. These fees are due at registration. This fee is non-refundable/transferrable. Registration fees do not apply to “drop-in” students, privates, summer classes or summer camps.

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#### **2018-2019 fall/spring tuition fees**

Your first month’s tuition is due and will be charged using the account on file on July 25<sup>th</sup>, 2018 or day of registration whichever is later. If you wish to pay by cash or check in person, please note in the comments/ concerns section or email [billing@thedancevault.net](mailto:billing@thedancevault.net) or call/leave voicemail at 281-942-6336 immediately otherwise the account on file will be run on the day of registration.

Tuition fees for each month will be due on the 25th of the previous month. Example, payment on September 25th is for October tuition.

Tuition is divided into 10 monthly fees over one session. (August 13th 2018 through June 1st 2019).

Tuition fees are based on the average number of days in a month over the course of a session and we do not vary the fee amount or pro-rate even in the event of absences, holidays, days in the month, etc.

The tuition rate schedule is located at [www.thedancevault.net](http://www.thedancevault.net) on our home page.

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#### **Trial dancers**

You may only trial ONE class. Nothing will be due at time of registration, but you will need to submit a valid credit card or ACH bank transfer to keep on file. You must select “trial” to be considered a trial class. Please contact us with any questions or concerns.

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### **Competitive Dancer fees**

Code Breakers, Code 7 and Code 17 & Code 17: Encrypted:

Competitive dancer fees are outlined in your dancer's "financial forecast packet". Only estimates are given, and exact fee amounts will be emailed at least one week prior to their due date.

Your payment method on file will be used unless payment is made in person on/before the due date or you are on an approved payment plan. Please contact us with any questions.

Commitment fees are due June 15<sup>th</sup> 2018; Audition fees are due on May 16<sup>th</sup> 2018

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### **Recital and recital costume fees**

Email notification is required to NOT attend recital. Please email [billing@thedancevault.net](mailto:billing@thedancevault.net) or call/leave voicemail at 281-942-6336 immediately after registering online. Otherwise Recital and Recital Costume fees will be posted, and payment ran.

Recital Fee of \$75 (per student) will be due on October 25th, 2018 or on the 25th of the month (or upcoming month if applicable) of registration, whichever is later. Your Recital Fee covers, but not limited to: Two standard tickets, 1 Recital T-Shirt per dancer, 1 participation trophy/medal per dancer, facility rental, dressing rooms, sound equipment, music editing, theater director, backstage crew, dance staff, sound & lighting technicians, backdrops, and program printing.

Recital costume fee of \$80 (per non-technique class) will be due on November 25th, 2018 or at time of registration whichever is later. (Recital costume fees are \$70 for Code 1 3-4 yr classes). Recital costume fees do not include tights, shoes or undergarments.

Enrollments later than January 1st, 2019 might incur a rush fee up to \$25 to ensure costumes arrive on time.

Recital and recital costume fees are non-refundable & non-transferable.

Technique classes do not participate in recital; Summer camps and classes do not participate in recital; Drop-in dancers do not participate in recital.

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### **Classes and observed holidays/breaks**

The Dance Vault reserves the right to cancel a class or change the time/day due to an enrollment of less than 5 students. There will be no refunds given for cancelled classes. Other available classes will be offered as alternatives.

A dancer may make up a missed class due to a holiday or school closures with another class. Permission from the office is required (email [admin@thedancevault.net](mailto:admin@thedancevault.net)). The makeup class must have availability and be appropriate for the dancer.

Missed or make up classes can be made up with permission from the office within two weeks of the missed class. There are no refunds for holidays, school closures, breaks or missed classes.

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**THE DANCE VAULT OBSERVES THE FOLLOWING HOLIDAYS and WILL BE CLOSED:**

Labor Day: September 3, MLK: January 21, Halloween: October 31, Thanksgiving: November 19-23, Winter Break: December 20- January 07, Spring Break: March 11-15, Memorial Day: May 27

Private lessons: are coordinated through the office (please email [admin@thedancevault.net](mailto:admin@thedancevault.net)). Please stop by to see instructor availability. Private lesson cancellation: You must give The Dance Vault a 24-hour notice if you will not be able to make it to your scheduled private. If no notice is given and you do not show up for your private, you will be charged for the private. Only under extreme circumstances will we waive the policy.

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**Payments, late/rejected payments and payment methods**

If you wish to pay in person with credit card, cash and/or check. Payment must be completed by the office (you will be given a paper receipt) on or prior to the due date. Otherwise the account on file will be run. No exceptions. If you are a new family and you wish to pay in person, please notify us immediately after registering online at: [billing@thedancevault.net](mailto:billing@thedancevault.net) or call/leave voicemail at 281-942-6336.

EITHER BANK DRAFT AND/OR CREDIT CARD IS REQUIRED ON FILE FOR PAYMENT. If your check, bank draft or credit card is rejected, payment will be processed again after notification to you that it was rejected with a 5% convenience fee and a \$50.00 return fee. All payments are non-refundable and non-transferable. Payments made after the 25th of the month will incur a late fee of \$15. A \$50 fee will be applied to all returned checks.

Dancers will be dropped from a class, recital and/or recital costume withheld for accounts unpaid more than 10 days after due date.

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**Discounts**

Discounts for additional family members (10%), paying by cash/ACH or check (5%) and any corporate discounts only apply to regular tuition fees, summer punch cards and summer camp tuition. Full season tuition payment discount of 5% is applicable only to the fall/spring season. The full season tuition discount expires January 1<sup>st</sup> 2019. Discounts do not apply to other fees such as but not limited to: recital fee, recital costume fee, competitive costume deposits/fees, competition fees, private fees, rehearsal fees, recital tickets or merchandise.

**Medical Responsibility**

You give permission to The Dance Vault owners, faculty, staff, and associates to seek emergency medical treatment for the participant(s) in the event they are unable to reach any parent or guardian, and that you will be responsible for any finances incurred by this medical attention. Please note that no child may administer medicine to themselves without the presence of a parent at the studio. If your child needs medication while at the studio, for any reason, you agree to notify the front office.

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**Release of Liability**

You as the legal parent or guardian release and hold harmless The Dance Vault owners, staff, faculty and associates from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury that may be sustained by the participant and/or the undersigned during membership and/or association with The Dance Vault, including classes, master classes, special events, and transportation to/from such occasions. You also understand that The Dance Vault is not responsible for any theft, loss, or damage of personal items.

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**Advertising & Promotion**

You hereby grant The Dance Vault the irrevocable and unrestricted right to use, reproduce and publish photographs and videos of your child for editorial, trade advertising, or any other purpose or manner and medium. You also hereby release The Dance Vault LLC, owners and staff from any and all claims, actions and liability relating to its use of said photographs and videos.

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**Class withdraw policy**

Dropping/withdrawing from a class must be done in writing and received in the office by the last day of the month & will be effective the last day of the following month. Example: Turn in drop notice by October 31 and effective drop date is November 30. Tuition WILL BE run for the later month.

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**Studio communication**

I understand the primary method of communication with The Dance Vault is through EMAIL. The email address on file is one I check regularly and will do whatever is necessary to prevent important email communications being delivered to SPAM. You will receive important email communication from: admin@thedancevault.net, adminassist@thedancevault.net and billing@thedancevault.net

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**All Fees are NON-REFUNDABLE**

All fees are non-refundable. No Exceptions.

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I hereby agree to all above sections

**Print, sign and date** below (must be a parent or guardian)

\_\_\_\_\_