

# TEN MONTH PROGRAM - Royal Oak



## ROYAL OAK - Registration Form

#904, 8888 Country Hills Blvd NW Calgary AB T3G 5T4 Phone: (403) 547 2123

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Student Birth Date (mm/dd/yy): \_\_\_\_\_ Student Age (on 1<sup>st</sup> day of session): \_\_\_\_\_

Parents / Guardians: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Class Title	Day of Week & Time	Studio Number	Instructor	Regular Class Fee	Family Rate Fee
<b>Subtotal</b>					
<b>GST</b>					
<b>TOTAL</b>					

### REGISTRATION AND CANCELLATION POLICY

The undersigned has read all the details in regards to and agrees to be bound by the registration/cancellation policies of Premiere Dance Academy, and agrees that proof of payment (with or without signature) verifies they understand and agree to the registration and cancellation policies.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

### INSURANCE WAIVER

The authorized legal representative jointly hereby forever releases, discharges and acquits Premiere Dance Academy Ltd. and all their instructors, employees, investors, agents, owners, and directors from any and all claims for damages or injuries of any kind, nature or description. This waiver is to be effective on completion of registration. In the absence of a signature, by paying the registration fee you hereby agree to the terms and conditions of the registration form.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

OFFICE USE ONLY	Registration Fee (Paid by) <input type="radio"/> Cheque <input type="radio"/> <input type="radio"/> Cash <input type="radio"/> <input type="radio"/> Credit Card <input type="radio"/>	_____
	Trimester Payments: 1st: <input type="radio"/> Cheque <input type="radio"/> <input type="radio"/> Cash <input type="radio"/> <input type="radio"/> Credit Card <input type="radio"/>	_____
	(please check) 2nd: <input type="radio"/> Cheque <input type="radio"/> <input type="radio"/> Cash <input type="radio"/> <input type="radio"/> Credit Card <input type="radio"/>	_____
	3rd: <input type="radio"/> Cheque <input type="radio"/> <input type="radio"/> Cash <input type="radio"/> <input type="radio"/> Credit Card <input type="radio"/>	_____

## TEN MONTH PROGRAM - Registration Procedure & Cancellation

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1. **REGISTRATION:**                      Registration can be done in person, by phone in, or by fax.
  - a. Phone in or Fax: Payment is taken by Credit Card OR Cheques/Cash must be dropped off at the office within 48 hours.
  - b. If payment is not received, registration becomes void without notification. If registering by phone or fax, all policies are agreed upon by making your June and Reg. Fee payment at time of registration, if the form has not been signed.
  
2. **PAYMENT** - Payment is by cash, cheque, credit card (Visa or Master Card), or Money Order/Bank Draft  
 Trimester installation payments are required for August 1<sup>st</sup>, December 1<sup>st</sup>, and March 1<sup>st</sup>. If the 1<sup>st</sup> falls on the weekend or a holiday, payment will be taken the business day prior.
  
2. **FAMILY RATES:** If you have two or more children enrolled, you pay only the Family Rates for each class taken. IF one of your children withdraws/cancels your fees will be changed to the regular rate.
  
4. **TRANSFER REQUESTS** will be taken as long as there is availability.
  
5. **MISSED CLASSES:** There will be NO refund for missed classes by a student.  
 If a teacher cannot be available for any class, a sub is brought in or the instructor will make arrangements for a make-up class on a future date.
  
6. **STUDENT WITHDRAWAL / NON-MEDICAL CANCELLATION**
  - Cancellations are only accepted up until **November 1<sup>st</sup>** (one month prior to the December trimester payment).
  - Once a payment (August 1<sup>st</sup>, December 1<sup>st</sup>) has been deposited a cash refund **cannot/will not** be issued. A program voucher will be issued minus an administration fee only up until the November 1<sup>st</sup> deadline.
  - After December 1<sup>st</sup> your dancer may cancel but all fees for the entire season will be processed. **NO EXCEPTIONS.**
  - After December 1<sup>st</sup> program vouchers will be issued for medical cancellations only.
  - **The Registration Fee and June payment is non-refundable at anytime**
  - Changes to classes are subject to fees remaining as registered. NO exceptions — Thank You
  - **Changes / reduction in fees will be in effect 1 month AFTER your notification.**
  - If you are adding classes, added class fees are effective immediately.
  
7. **PROGRAM VOUCHERS** have no cash value, can only be used at Premiere Dance Academy, and are valid for 12 months from the date issued.
  
8. **MEDICAL CANCELLATION** will be accepted with a doctor's note (faxed in or dropped off to the office). A program voucher will be issued minus an administration fee for a prorated amount for classes that have already taken place. **June Fee and registration fee are NON refundable even for medical cancellations...NO exceptions.**
  
9. Premiere Dance Academy reserves the right to cancel courses. In this case a full refund will be issued.
  
10. All NSF cheques and declined pre-authorized credit card payments are subject to a service charge of \$25.00.
  
11. Premiere Dance Academy has the right to accept, refuse or decline any applications for registration to the Academy at any time. This decision is at the sole discretion of the Artistic Director.

### REGISTRATION AND CANCELLATION POLICY

The undersigned has read all the details in regards to and agrees to be bound by the registration/cancellation policies of Premiere Dance Academy.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

I hereby authorize Premiere Dance Academy to charge my credit card with trimester payments for the above mentioned enrollee. For the Months/Dates: August 1<sup>st</sup>, December 1<sup>st</sup>, March 1<sup>st</sup> through to and including June, for the dance term \_\_\_\_\_

Date: \_\_\_\_\_ Signature (Card Holder): \_\_\_\_\_