

TEN MONTH PROGRAM

Registration Form

#19, 5720 Silver Springs Blvd. NW Calgary AB T3B 4N7 Phone: (403) 286-8561 Fax: (403) 286-8997

Student Name: _____ Email: _____

Student Birth Date (month/day/year): _____ Student's Age (on 1st 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
Subtotal					
GST					
TOTAL					

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: _____

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"/> Cash	<input type="radio"/> Credit Card	_____	
	Trimester Payments: (please check)	<input type="radio"/> 1st:	<input type="radio"/> Cheque	<input type="radio"/> Cash	<input type="radio"/> Credit Card	_____
		<input type="radio"/> 2nd:	<input type="radio"/> Cheque	<input type="radio"/> Cash	<input type="radio"/> Credit Card	_____
		<input type="radio"/> 3rd:	<input type="radio"/> Cheque	<input type="radio"/> Cash	<input type="radio"/> Credit Card	_____
	PDA Handbook:	<input type="radio"/> YES Distributed	<input type="radio"/> NO, Needs a Copy			_____

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Registration Procedure / Cancellation Policy

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1. **REGISTRATION:** Registration can be done in person, by phone in, or by fax.

Phone in or Fax: Payment is taken by Credit Card OR Cheques/Cash must be dropped off at the office within 48 hours. If payment is not received, registration becomes void without notification.
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 1st, December 1st, and March 1st. If the 1st falls on the weekend or a holiday, payment will be taken the business day prior.
3. **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 1st (one month prior to the December trimester payment).
 - Once a payment (August 1st, December 1st and/or March 1st) 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 1st deadline.
 - After December 1st your dancer may cancel but all fees for the entire season will be processed. NO EXCEPTIONS.
 - After December 1st 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.
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

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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 1st, December 1st, March 1st through to and including June, for the dance term _____.

Date: _____

Signature – Card Holder : _____