



## Registration Procedure / Cancellation Policy

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

1. **Registration** is 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 will be void without notification.
2. **Payment** is by cash, cheque, credit card (Visa or Master Card), or Money Order/Bank Draft.
3. **MONTHLY PAYMENT**  
For enrolment in the Dance Study Program, the following payment schedule is in effect:
  - A non-refundable registration fee is required.
  - Monthly cheques dated the 1st of each month (September – May) are required upon registration day, or a credit card imprint with a signed authorization for monthly withdrawals.
  - June payment is included with September, split into September and October payments OR Pre-Paid in August.
  - NSF cheques or declined credit cards payments are subject to a service charge of \$25.00
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.
  - Classes during competition may be altered.
6. **STUDENT WITHDRAWAL / NON-MEDICAL CANCELLATION**
  - Cancellations are only accepted up until November 1<sup>st</sup> (one month prior to the December payment).
  - Once a payment 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 issue date.
8. **MEDICAL CANCELLATION** will be accepted with a doctor's note (faxed in or dropped off to the office only). A program voucher will be issued minus an administration fee for a prorated amount for classes already taken place.
9. Premiere Dance Academy has the right to accept, refuse or revoke any application or registration. The decision is at the sole discretion of the Artistic Director/Owner of the Academy.

### 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: \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

I hereby authorize Premiere Dance Academy to charge my credit card with monthly payments for the above mentioned enrollee for the months September through until June, for the dance term \_\_\_\_\_.

Date: \_\_\_\_\_

Signature – Card Holder : \_\_\_\_\_