

**Broadway Bound Dance Academy LLC Student Registration Contract** Date Registered: \_\_\_\_\_

Dancer's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

How did you hear about us?  Returning Student  Phonebook  Internet  Newspaper  Referral

**Liability Release – Academy Policies – Website, Video & Photo Release**

**REGISTRATION:** Students may register at any time throughout the year. Each Student's Annual Registration Fee of \$30.00 includes one year membership to BBDA, Music and a BBDA T-shirt that may be worn for class & performances in the community.

**MONTHLY TUITION:** Class tuition is due by the 10<sup>th</sup> of each month. Late accounts will be assessed a \$10.00 late fee. We accept cash, checks, Visa/Mastercard or ACH from your Checking/Savings account as methods of payment. You can also pay your account online through our parent portal. There will be a \$40 charge for all NSF transactions. Your monthly tuition is based on a 10-month season and remains the same from September through June. Please pay your tuition on time. **We do not send monthly statements.**

**WE OFFER A 10% DISCOUNT IF YOU PAY YOUR FULL 10-MONTHS IN FULL BY SEPT. 15<sup>TH</sup> BY CASH OR CHECK ONLY.**

**ACADEMY HOLIDAYS:** BBDA observes the following holidays and will be closed on Labor Day, Halloween, Thanksgiving Break, Christmas Break, Spring Break and Memorial Day. We will have classes on all other holidays.

**DRESS CODE:** Students are asked to dress in appropriate dance attire and have their hair secured back for all classes. Leotards, tights, skirts and buns are encouraged for all ballet classes. Appropriate shoes are recommended for each class. Our staff will be happy to assist you with your dance attire needs.

**CLASSROOM/STUDIO CONDUCT:** Students are expected to come to class on time and be ready to learn and have fun! We emphasize the importance of positive attitude and expect appropriate behavior from all students. Dancers are to conduct themselves respectfully for their instructors, classmates and themselves. Any student who disrupts a class will be asked to take a 5-minute break. Upon returning to class, if the student is unable to continue without further disruption, they will be asked to call their parents and go home for the day.

**WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE.**

**FOOD & DRINK:** Dancers may consume food and drink ONLY in the lobby area and are expected to pick up after themselves. We do sell bottled water and have both a snack & refreshment vending machine in the lobby. ABSOLUTELY NO FOOD, DRINKS OR CHEWING GUM IN THE STUDIO – WATER BOTTLES, OK.

**COSTUME FEES:** We will perform a June Production at the Capitol Theatre each year as well as other performances throughout the year as they become available to us. In an effort to keep costs as affordable as possible for students' families, we have pre-set costume fees for each age group for the show in June. 50% of your Costume Deposits are due no later than November 1<sup>st</sup> of each season. Costume Balances are due no later than Feb. 1<sup>st</sup> and must be paid in full prior to receiving. **IF WE DO NOT RECEIVE A COSTUME DEPOSIT, WE CANNOT ORDER YOUR COSTUME.** Late costume fees will result in additional shipping charges which you will be charged for. Costume Fees do not include shoes, tights, accessories, props or make-up. **Costume Fees are non-refundable.**

**PROGRAM FEES:** Each dancer is responsible for a \$35 program fee for the June shows that includes (2) complimentary tickets to the show and a personal 2x3 ad for your dancer in the souvenir program at the event. Additional show tickets for friends & family go on sale approximately 2-3 months prior to each show. Your \$35 program fee must be paid in order to receive your complimentary show tickets. Additional ads may be purchased by local businesses, personal ads from family members, etc. The dancer who sells the most program ads for our program will be featured on our Spring Program!

**ATTENDANCE/CHANGING or DROPPING CLASSES:** You may not drop classes in the current month you are in. You must **complete & sign an "ADD/DROP form" by the 25<sup>th</sup> of the current month to have your class change/drop effective for the following month.** The class schedule change will then take effect for the following month. Your class will **NOT be dropped or changed just by informing your instructor.** By signing below, you agree that if you do not fill out the "class change form" by the 25<sup>th</sup> of the month, you will be responsible for monthly tuition payments for the current classes for the following month. **NO REFUNDS will be given for classes not attended.** Make-up lessons may be attended in any other regularly scheduled class. Make-up lessons need to be scheduled in advance so the teacher will be expecting you. **There are no make-ups or refunds for missed privates or semi-privates.**



# BROADWAY BOUND DANCE ACADEMY

## DEBIT AUTHORIZATION

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PARENT'S NAME/STUDENT'S NAME

I (we) hereby authorize BROADWAY BOUND DANCE ACADEMY to initiate debit entries from my  
Checking Account / Savings Account  
(Circle One)

at the depository financial institution below (DEPOSITORY) in compliance with the provisions of U.S. Law. If necessary, BROADWAY BOUND DANCE ACADEMY may initiate credit adjustments for any transaction debited in error. This authority will remain in effect until BROADWAY BOUND DANCE ACADEMY is notified by me (us) in writing to cancel these instructions. I will afford BROADWAY BOUND DANCE ACADEMY and DEPOSITORY a reasonable opportunity to act upon any changes.

Financial Institution Name: \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

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

**PLEASE ATTACH A VOIDED CHECK TO THIS AUTHORIZATION**

*(Continued on back)*

## BROADWAY BOUND DANCE ACADEMY

### ACH ORIGINATION – DIRECT DEDUCT FROM CHECKING/SAVINGS ACCOUNT

*Sign up today & you will not have to worry about writing a check for dance every month!*

- ACH customer's accounts will be debited on the 5<sup>th</sup> or the 20<sup>th</sup> (please select one below) of each month for their dance balance. We will deduct for your registration fee, monthly tuition, costume deposits, costume balances, program fees & any apparel or other items you authorize charged to your account during the month.
  - All ACH customers will receive a \$5 discount on your monthly tuition.

**I would like my ACH to be debited on the:**

\_\_\_\_\_ 5<sup>th</sup> of each month

\_\_\_\_\_ 20<sup>th</sup> of each month

**Please initial below the items you would like to include in your monthly ACH debit.**

\_\_\_\_\_ Registration Fee (Annually)

\_\_\_\_\_ Monthly Tuition (5<sup>th</sup> or 20<sup>th</sup> of each month)

\_\_\_\_\_ Costume Deposit (November 1<sup>st</sup>)

\_\_\_\_\_ Costume Balance (February 1<sup>st</sup>)

\_\_\_\_\_ Program Fee (April 1<sup>st</sup>)

\_\_\_\_\_ Apparel & Other Charged Items

- By signing this form, you agree to have funds available for the ACH Debits on the 5<sup>th</sup> or 20<sup>th</sup> of each month. In the event that your transaction is declined for any reason, there will be a \$40 NSF Fee charged to your account.
- Any items that you do not wish to be part of your ACH Debits must be paid when they become due by cash, check, or Visa/MasterCard.
- If your dancer decides to add or drop a class, you must complete the Add/Drop Class Form in the office and turn it in to the office by the 25<sup>th</sup> of the month for the change to become effective in the following month. Simply telling your instructor of a change to your class schedule will not make the change effective until you have completed the Add/Drop Form.

Please attach a voided check to the opposite side of this form, sign, & complete.

We appreciate your business!

## Broadway Bound Dance Academy Transportation Sign-Up Sheet

**Dancer's Name:** \_\_\_\_\_  
**Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **School:** \_\_\_\_\_  
**Teacher:** \_\_\_\_\_  
**Parent/Guardian:** \_\_\_\_\_  
**Daytime Phone #:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Day(s) of Week to Walk to Academy: (circle days)    Mon    Tue    Wed    Thu    Fri**

Transportation Participants will ride **Bus Route #5** from their school on their dance day circled above. Broadway Bound Dance Academy's staff and/or volunteers will meet dancers participating in this optional program at the STOP Sign by Les Schwab on Jim Clements Way. We will use sidewalks and crosswalks, where available, from the school bus drop off to the Academy, as well as make every effort to insure every student's safety, but can in no way be held liable for any accident or injury to any student in the walk group that may occur before, during or after the student walks to the Academy on their day of dance (CIRCLED ABOVE).

- PLEASE MAKE YOUR CHILD'S SCHOOL/TEACHER & BUS GARAGE AWARE THAT THEY WILL RIDE THE BUS TO THE ACADEMY ON THEIR DANCE DAY(S). PLEASE CIRCLE YOUR CHILD'S DANCE DAY ABOVE.
- IF A STUDENT WHO PARTICIPATES IN THE WALK GROUP BECOMES ILL OR DOES NOT ATTEND SCHOOL ON ANY GIVEN DAY, **IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO CONTACT THE ACADEMY AS SOON AS POSSIBLE.**
- IF WE ARE SCHEDULED TO MEET YOUR CHILD AND THEY DO NOT ARRIVE AT THE DESIGNATED AREA AFTER SCHOOL, THE ENTIRE GROUP WILL BE HELD UP UNTIL WE ARE ABLE TO CONTACT YOU BY PHONE TO CONFIRM YOUR CHILD'S WHEREABOUTS.
- STUDENTS ARE EXPECTED TO BEHAVE APPROPRIATELY AND FOLLOW ALL DIRECTIONS GIVEN TO THEM BY THE ACADEMY'S REPRESENTATIVES.
- STUDENTS ARE NOT TO LEAVE THE DROP OFF LOCATION WITHOUT THE ACADEMY REPRESENTATIVE ON THE DAY(S) THEY PARTICIPATE IN THE WALK GROUP.
- IF A STUDENT DOES NOT COOPERATE WITH THE WALK GROUP REPRESENTATIVE OR BEHAVES INAPPROPRIATELY IN ANY WAY, PARENTS WILL BE ASKED TO MAKE ALTERNATIVE ARRANGEMENTS FOR THE STUDENT TO GET TO CLASS IN THE FUTURE.

The undersigned Parent/Legal Guardian of \_\_\_\_\_ agrees and fully understands that participation in the after school transportation is voluntary as well as free of charge and hereby agrees to hold Broadway Bound Dance Academy and its agents, employees, representatives or volunteers harmless for any accident, injury or illness that may occur before, during or after the student is escorted from school to dance classes. The undersigned also acknowledges that the information contained in this liability release has been read, is understood and has been communicated to the student and that the student understands fully where and when they are to meet their walk group as well as the rules of behavior while participating.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date