

Broadway Bound Dance Academy 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: _____

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

REGISTRATION: Students may register at anytime throughout the year, but must be registered by February 15th in order to participate in our June Production at the Capitol Theatre. Each Student's Annual Registration Fee of \$25.00 includes (1) BBDA T-shirt, Student Binder with Accessories and (1) Practice CD, which will be provided to each student by their instructor(s). Additional Binders, T-Shirts and Practice CD's may be purchased if needed.

MONTHLY TUITION: Class tuition is due by the 10th of each month. Late accounts will be assessed a \$5.00 late fee. 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. If you decide to add or drop a class, you must do so prior to the 25th of the month for it to be effective in the following month. An "add/drop" form must be filled out in order for this change to become effective. (see below)

ACADEMY HOLIDAYS: BBDA observes the following holidays and will be closed on Labor Day, Halloween, Thanksgiving Break, Christmas Break, Spring Break and Labor Day. We will have classes on all other holidays. Please do not assume that if there is no school there is no dance.

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 recommended 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.

FOOD & DRINK: Dancers may consume food and drink ONLY in the lobby area and are expected to pick up after themselves. We do provide some snacks for sale if a student would like to purchase one and also have a refreshment vending machine in the lobby. **ABSOLUTELY NO FOOD, DRINKS OR CHEWING GUM IN THE STUDIO – WATER BOTTLES, OK.**

MISSED CLASSES: Attendance is vital to the development and success of each student. If you must miss a class, please notify us as soon as possible. There are NO refunds or credits for missed classes. Make-Up classes may be taken for missed classes within four weeks from the time of absence and must be pre-scheduled in the office. We will make every effort to provide a substitute in the event that your instructor is unable to teach. If an instructor must cancel a class, a make-up will be scheduled within four weeks and if you are unable to attend, we will issue a credit onto your account for that class.

PERFORMANCES/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 class. Costume Deposits in the amount of ½ of each students costume fee are due no later than November 1st of each season. Costume Balances are due no later than Feb. 1st and must be paid in full prior to receiving. **IF WE DO NOT RECEIVE A COSTUME FEE, 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. There is a \$25 program fee per family that includes (2) complimentary tickets to the show and a personal 2x3 ad for your dancer in the souvenir program at the show. Additional show tickets for friends & family go on sale in April. Your \$25 program fee must be paid in order to receive your complimentary show tickets.

ATTENDANCE/CHANGING or DROPPING CLASSES: You may not change or drop classes in the current month you are in. You must **complete and sign a "class change form" by the 25th 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.** You **MUST** complete the class change form to make your change effective. By signing below, you agree that if you do not fill out the "class change form" by the 25th 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.** Drop forms are available in the office. 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.

