



CREATIVE ARTS ACADEMY

2015 – 2016 REGISTRATION FORM

DANCER'S NAME: _____

BIRTHDATE: _____ GRADE: _____

PARENT'S NAME(S): _____

ADDRESS: _____

CITY: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

CELL: _____ EMAIL: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ Phone: _____

AUTOWITHDRAWAL INFORMATION:

BANKING INSTITUTION: _____

ACCOUNT NUMBER: _____

ROUTING NUMBER: _____

	CLASS	CLASS FEE/MO	COSTUME FEE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
		RECITAL FEE \$50.00 / FAMILY REGISTRATION FEE \$10.00 X _____	TOTAL DUE IN OCT. (75%)
		DUE NOW	TOTAL DUE IN JAN. (25%)
		MONTHLY TUITION	

ACAA POLICIES & GUIDELINES

The following policies and guidelines must be read carefully and signed before your dancer may register for classes.

TUITION PAYMENT POLICY

ACAA's program runs for eight months. You are responsible for all fees according to each class you are registered.

- Monthly tuition and fees will be automatically debited from your checking account on the 5th of each month starting in October. Non-sufficient funds returns are subject to a \$25.00 processing fee, which will be collected in addition to normal fees.
- After the 5th of each month there will be a \$5.00 late fee added on to your child's monthly tuition. If payment is received after the 10th of the month, a \$10.00 late fee will be added on to your child's tuition. If payment is received after the 15th of the month, a \$25.00 late fee will be added on to your child's monthly tuition.

COSTUME POLICY

- Costume fees range from \$45.00-\$135.00 per class. Please note that if you are enrolled in a combination class (ballet, tap, jazz) you will have 3 costumes and just one fee.
- Costumes will be ordered through the studio for each class in which your child is enrolled. Your child will not receive their costumes if your account balance is not paid in full.
- All dancers will be measured by mid-November for costumes used in this year's recital.
- Costumes will be paid in two deposits in October (75% due) and January (25% due).
- Costume fees should be paid in check or cash form

OTHER FEES

- Registration Fee: \$10.00 per child. This is due upon registration
- There is a Recital Fee of \$50.00 per family that will be included into the monthly tuition fees.

REFUND POLICY

- SORRY, NO REFUNDS. We limit our class size and your child has reserved the spot that another student could have had. The only exception is if you move out of the ACAA area (30 plus miles away) or acquired a serious illness or injury. A doctor's excuse is required regarding student's activity restrictions and again when can return to dance class.
- There will be no refunds for missed classes due to illness, vacation, etc.
- There will be no refunds for missed classes due to weather but we will make our best efforts to assign make-up days
- There will be no refunds for costumes once they have been ordered. (Costumes cannot be returned once they are ordered – this is the policy of the costume companies).
- There will be no refund for the registration fee or the recital fee.

MAKEUP POLICY

- If a dancer misses class(es) due to vacation, illness, etc., they may take a comparable class, but ACAA must be notified one week prior to the class they will be attending.

DROPPING OR SWITCHING CLASSES

- If a dancer chooses to drop a class, Miss Ashlee or Miss Emilee must be notified immediately in the form of writing. If we are not notified, your account will continue to be

charged for the class.

PLEASE READ THE FOLLOWING BEFORE SIGNING

I have read and understand all of the policies above. I agree to pay all fees charged (tuition, registration/recital fees, costume fees, etc.) at Ashlee's Creative Arts Academy. I understand there will be no refunds for missed classes (due to illness, vacation, etc.) registration/recital fees or costume fees once they have been ordered. I also understand that any classes cancelled due to weather may not be rescheduled but I may take a comparable class to make it up if I wish. I understand monthly fees are due the fifth of each month, and if not paid on time, a late fee of \$5.00 after the 5th, \$10.00 after the 10th and \$25.00 after the 15th of each month will be charged to my account. I also understand that if my child chooses to drop or switch a class I must inform Ashlee or Emilee immediately in writing or my account will continue to be charged. I understand that Ashlee's Creative Arts Academy is not responsible for lost or stolen property. I understand that there is a \$30 fee for all returned checks.

Signature: _____ Date: _____

MEDICAL RELEASE

I do not hold Ashlee's Creative Arts Academy responsible for any injury that may occur while my child is participating in or enrolled in classes at Ashlee's Creative Arts Academy. I am registering my child in classes at Ashlee's Creative Arts Academy at my own discretion.

Signature: _____ Date: _____

AUTOMATIC WITHDRAWAL CONSENT

I hereby authorize Ashlee's Creative Arts Academy LLC to charge my checking account in the amount of _____ on the 5th day of the month starting _____ and ending _____.

Signature: _____ Date: _____

