

TopFlight Dance Center

19830 FM 1093 Ste 1501, Richmond, TX 77407

Phone [832.833.2970] Email [TopFlightDance@live.com]

Web: TopFlightDance.com

Registration Form 20__ / 20__

Student Name _____ DOB _____ Age _____

Home Phone _____ Cell _____ Email _____

Address _____ City _____ Zip _____

Parent Names _____ Other Family Members Enrolled _____

Previous Dance or Performance Art Experience _____

How did you hear about us? Drive By Web Friends Magazine Other

* No class times will be confirmed without this signed contract and an Electronic Funds Transfer Form*

Class _____	Day _____	Time _____	Teacher _____
Class _____	Day _____	Time _____	Teacher _____
Class _____	Day _____	Time _____	Teacher _____
Class _____	Day _____	Time _____	Teacher _____
Class _____	Day _____	Time _____	Teacher _____

Classes per Week _____ Tuition Total _____ * Subject to change if classes are added or subtracted*

Method of Payment for Prorated Tuition until Auto Debit Starts

CK/CC: _____ Date: _____ Amount Paid: _____ Misc: _____

LIABILITY/ HOLD HARMLESS DISCLAIMER

I agree that if my dependent or I (heretofore known as "we") engage in any physical exercise, class, or activity, or facility on the premises or any venue where we participate as representatives of TopFlight Dance Center, INC./TopFlight Dance Company, we do so at our own risk. I agree that we are voluntarily participating in activities and use of said facilities, premises (including the parking lot) and designated TopFlight Dance Center, INC./TopFlight Dance Company venues. We assume all risk of injury, illness, damage, or loss to us or our property that might result, including, without limitation, any loss or theft of any personal property. I agree that this consent and assumption of risk statement covers each and every event or activity sponsored by TopFlight Dance Center, INC./TopFlight Dance Company. I agree to release and discharge you (and your affiliates, employees, agents, representatives, successors, and assigns) from any and all claims or cause of action (known or unknown) arising out of your negligence. I acknowledge that I have carefully read this Waiver and Release and fully understand that it is a release of liability. I am waiving any right that I may have to bring legal action to assert a claim against

you for your negligence.

TFDC Academy Policy & Guidelines

Payment of Fees

TFDC academy must have a credit and/or debit card on file. Tuition must be paid by the 1st of each month of out school year with a (5) day grace period. We accept all forms of payment: check, money order, cash, debit and/or credit card (Visa, MasterCard, Amex, and Discover). All payments not received by the 5th of each month will receive a late fee of \$5 per day. If payment is not received by the 10th of each month, a fee of \$25 will be credited to the card on file. All returned check will received a fee of \$25 credited to the card on file. A child with a tuition or late fee outstanding by the 15th of each month will not be allowed to attend class. A child with any outstanding debt will not be able to perform in any TFDC events. A 30 day outstanding balance due results in a student forfeiting their place in class.

Missed Lessons and Make-Up Lessons

Every student is responsible for monthly tuition regardless of how many classes a student attended. Students have the opportunity to make-up any missed lesson before the end of each month. Each student may not accumulate more than 4 make-up opportunities within each month. Any classes missed during a period which already has 4 make-ups in reserve, will not be granted a make-up opportunity. Make-ups will not be permitted unless the following steps are taken (1) Notify the office that you are missing a class. (2) Inform the office to authorize the exact time and day of the make-up. Students are not allowed to show up for a class they are not pre-authorized, due to possible injury. (3) Make-ups may not be scheduled more than one week in advance.

Substitutions and Shortened Classes

The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If the school cannot arrange a substitute, any missed classes will be make-up as long as its within their level.

Care of Students & Pick up

The school is not responsible for providing before and after class care for students. Parents with students under the age of five are asked to remain in the school during class time. Parents are encouraged to stay on site for their child's need. For security, parents should escort their child from the studio to the car. TFDC is not responsible for students left unattended. TFDC does not provide daycare. Students waiting for their parents should wait inside the studio. Any child who is not picked up 15 minutes after the studio closes, and without a prior notice, will be charged a \$10 fee.

Parents' Responsibility to be Aware of Dates and Events

It is the responsibility of the parent/adult to be aware of school activities, recitals, and dates the school is opened and closed. The school will post notices, email, and send notices home with students. It is also the responsibility of the parent/adult to be aware of deadlines and to inform the school of any address, email, or telephone number change.

Photo Releases

The school is hereby granted permission to take photographs and/or video material of the students to use in brochures, websites, posters, advertisements, and other promotional materials the school creates.

Withdrawals

There is a 2-month minimum for all lessons. One-month notice is required to discontinue any class. Withdrawals for the months of September through June must be done in person. Withdrawals done before classes begin are subject to a \$10 fee per class. To withdraw from any lesson a parent or student must:

1. Inform the school administration.
2. Complete and sign a withdrawal form provided by the school office. After this point you will have (4) final weeks of lessons to complete (your prepaid last month). Students that are found to be in an inappropriate class level or age range not best suited for them will be asked to move to an appropriate class.

I acknowledge receipt of TopFlight Dance Academy's liability disclaimer. It is my responsibility to read the liability disclaimer and agree with said disclaimer before receiving services at any/all times for TopFlight Dance Academy.

I have read and understand the above policies and procedures including Liability/Hold Harmless Disclaimer and Authorization for treatment of minor and agree to abide by them.

Signature of Parent/ Guardian or Adult Student

Date