

BALLET CENTER AT NEW BERLIN

ENROLLMENT FORM

(If adult student, only answer 1, 5, 6, 7, 9, 10, 11, 16, 17, 18 and sign)

1. Student's Name: _____
2. Age: _____ 3. Date Of Birth: _____ 4. School Grade: _____
5. Home Address: _____
6. City: _____, PA 7. Zip Code: _____
8. School attending: _____
9. Home Phone #: _____ 10. Cell #: _____
11. Parent's or student's e-mail: _____ (Your e-mail address will be used for BCNB communicative purposes only. Please submit your current address.)
12. Mother's Name: _____
13. Mother's Employer: _____ Phone #: _____
14. Father's Name: _____
15. Father's Employer: _____ Phone #: _____
16. Training: _____
- _____
17. Medical conditions: _____
18. How did you hear about BCNB? _____

Waiver of Liability: I, the undersigned unconditionally release and discharge Ballet Center at New Berlin and its faculty and staff, employees, directors and volunteers from any and all liability arising from, related to, or connected with any injury, illness or damage caused by, resulting from, or sustained in the course of my participation in classes, performances or other activities conducted by or associated with Ballet Center at New Berlin. I hereby attest that this Waiver of Liability is provided voluntarily and shall be fully binding upon my heirs, next-of-kin, executor, administrator and/or personal representative.

I have read and understood the Ballet Center at New Berlin rules and policies

Parent's signature: _____ Date: _____

Student's signature: _____ Date: _____

Please indicate which class you are enrolling for below:

Don't write in this box

Level: _____
Registration paid: _____
Date: _____
Observations: _____

* If your child has any special needs please enclose a separate note.

December 2009

STUDIO POLICIES/PROCEDURES

It is assumed that all responsible parties have read, are aware of and understand the following policies. Your signature on the enrollment form confirms this understanding. Please read carefully.

Payment of Fees: Our tuition Class Fees: Single Class.....\$12.00

Monthly Rates: One Class per Week \$36, Two Classes per Week \$64, Three Classes per Week \$84, Unlimited Classes per Family \$100. Additional discount available if current session is paid in full (contact for additional details).

Discounts included above for more than one student per family. Payments are always due in advance of service. All payments must be received by the first class of each month. If a payment is 30 days late, the student will not be allowed to take class until a payment is made. Payments are accepted in the form of cash or check. Payments should be dropped in the payment box in the studio foyer (at base of stairs) or mailed to P.O. Box 446, New Berlin, PA 17855. There will be a \$30.00 charge for returned checks. Returned check fees and the balance due must be paid in cash.

Attendance: If your student will be absent, please call 570-768-9255 or 570-768-9469 and let us know. An email to Directors@BalletCenterAtNewBerlin.com is acceptable.

Missed Classes: There are no refunds for missed classes; a makeup class may be taken during the same month during which the class is missed. They must be scheduled with the instructor or operations and are not transferable to any other student. If your child attends any classes during the month, you are responsible for that month's full tuition.

Withdrawal: Withdrawal must be done in person. Written notification is required, and must be filled out and signed by a parent or guardian.

Inclement weather policy: We will make a decision by noon the day of classes and send an email announcement; please send a read receipt. If you do not have access to email, please call. A closure decision for morning classes will be made by 8:00 AM the day of class with announcements as above. Make up lessons will be scheduled for inclement weather.

Care of students: Ballet Center at New Berlin is not responsible for providing before & after class care for students. Students are not to be left at the studio for excessive amounts of time before or after class. A 5-10 minute wait prior to or after class is fine. The instructor will open the class door approximately fifteen minutes before start time. Students (under 12 yrs. old) MUST remain in the building after class until someone comes inside to retrieve them.

Photo Release: Ballet Center at New Berlin is hereby granted permission to take photographs of the students to use in any promotional materials the school creates. Permission is also hereby granted for the studio to copyright such photographs in its name.

Thank you for your interest in our program! **If you have any questions or comments, please feel free to contact us at 570-768-9255 or 570-768-9469 or at Directors@BalletCenteratNewBerlin.com**