

FOR OFFICE USE ONLY:
 Quick Books _____
 Full Year Monthly _____
 Pd First Month _____
 Reg Fee Pd.-Yes/No _____
 Costume Pd. – Yes/No _____
 Discount: Multi Sibling Senior _____

Idea Factory Inc. Dance Studio

FALL 2016-SPRING 2017 Registration Form

Student's Name _____ M/F _____ Date of Birth ____/____/____ Age _____

Please Initial: _____ All information is posted on the studio bulletin board, and on Idea Factory Inc.'s Face Book page. I understand that I am responsible for getting this information EVERY WEEK. Additional information is sent monthly with emailed account statement which must be opened to be read.

of years dance experience: Ballet _____ Tap _____ Jazz _____ Hip Hop _____ Contemporary _____ Pointe _____ Tumbling _____

Please X the years you have danced at Idea Factory Inc.

Prior _____ 2011-12 _____ 2012-13 _____ 2013-14 _____ 2014-15 _____ 2015-16 _____ New student _____

Address _____ City _____ St _____ Zip _____

Home Phone _____

School _____ Grade _____ Dismissal Time _____

IMPORTANT - How did you FIRST hear about us? _____

Newspaper, Phone book, Friend referred me, flyer brought home from school, Kid Mania , Val-Pak, WNC Parent or Sophie Magazine, Saw sign from road, Brochure/Postcard mailed to me, Watching a performance, etc.

Mom/Guardian _____ Dad/Guardian _____

Email Address _____ Email Address _____

Work # _____ Cell # _____ Work # _____ Cell # _____

Class & Level	Age Group	Day	Time

(Continue on back if necessary)

***Pre-Pointe & Pointe must be taken in conjunction with their corresponding level of Ballet.

I have read and understand the brochure and the "Policies & Procedures" dated 08/17/2016 and agree to comply with all the information and policies I will not hold Idea Factory Inc. Dance Studio, it's owners or any of its employees responsible for any personal injury or property loss.

Signature (parent or guardian if under 18) _____ Date _____

I am withdrawing from classes.

Signature (parent or guardian if under 18) _____ Date _____

I will not be participating in the June 2017 recital.

Signature (parent or guardian if under 18) _____ Date _____

Idea Factory, Inc. Dance Studio

Policies & Procedures

Please read the following:

Idea Factory Inc. Dance Studio emails billing statements monthly with important information enclosed. Parents are responsible for reading this correspondence. Other information is posted on the studio door and Idea Factory Inc. Dance Studio's Face Book page. Please check for new information EVERY WEEK.

Students are registered and her/his place is held in class for the entire school year, from the date the registration form is signed through the June 2017 recital. *Unless the student is removed from class by having a parent or guardian sign and date the "Class Withdrawal" line at the bottom of the registration form, the parent or guardian will be responsible for tuition payments through the 2017 June recital. Coming into the studio and signing the withdrawal line is the only way to withdraw from a class. Calling, speaking to someone, telling a teacher or e-mail are not accepted as forms of withdrawal. A 4-week notice must be given in writing (signing withdrawal line) to our office if you are withdrawing from a class.*

Age/Experience Requirements may be waived by audition & invitation only. Please contact Cynthia D. King, Programs Director with any questions regarding age/experience waivers.

There must be at least three students in a class for that class to be held. If a class falls below the three students during the year, it may be cancelled at Idea Factory's discretion any time throughout the year.

Please do not let your child go into the dance studio until scheduled class time. Teachers are only responsible for students during class time. Office personnel are not responsible for students at any time.

Any and all individual, group and class photos taken by us or an outside company that we hire to take recital and other performance pictures may be used in any or all forms of media for advertising.

Appropriate dancewear and dance shoes are required for all dance classes. For your convenience, dancewear may be purchased through Idea Factory, Inc. Please see our Dance Attire Requirements page for details regarding your dancer's needs.

It is understood that you are responsible for merchandise charged to your account by yourself or your student(s). Accounts which are over 30 days will be assessed a finance charge of 12% annually and may be sent to collections.

Tuition: There is an annual \$25 registration fee per dancer. The registration fee and first month's tuition are due when registering for a class. Tuition is due on the first of each month regardless of the day the student enrolled in class(es). Registration fee and first month's tuition must be paid prior to taking class. Discounted rates apply only for students taking multiple classes, siblings enrolled in our studio, or senior citizen dancers. Accounts with balances due after the 10th of the month are assessed a \$15 late fee. A \$30 charge will be added for any returned checks or insufficient funds. If you know you will be gone during the week tuition is due, please pay early. If a child is sick during the week tuition is due, you may mail the payment in or call and make special payment arrangements.

Refund policy: Tuition (paid full year or monthly) and registration fee are non-refundable. No credits or refunds for missed classes. Make-up classes are allowed and must be made up within eight weeks. **A 4-week notice must be given in writing (signing withdrawal line) to our office if you are withdrawing from a class.** Classes already paid for above and beyond the 4-week withdrawal notice will remain as a credit on your account for up to two years to be used on future tuition. The 4-week notice begins from the date the withdrawal line is signed and dated at the bottom of the registration form. Classes or payment from the 4-week withdrawal notice are not transferable to another student or sibling. **Recital costumes are non-refundable.** If the student withdraws or chooses not to be in the recital after costumes have been ordered, the student may contact us to arrange for pickup of the costume.

Recital: It is understood that all registered students will participate in the June 2017 recital. The recital costume fee is due during classes the third week of January. Dancers will be measured at this time and payment in full is due. Unless, by signing the appropriate space on the bottom of the registration form, you have opted out of participation in this season ending event, you are responsible for payment of these specially ordered costumes. For the enjoyment of everyone in the audience, a professional videographer will be videotaping the recital. No other video cameras or cameras will be allowed during the recital. To help the students get used to the stage, the dress rehearsal at the theater is closed to everyone except students. For security purposes no one except performers and Idea Factory staff will be allowed backstage at the recital and dancers will not be allowed to come late or leave early. If for any reason your dancer will not be able to stay for the entire show, please do not put them in the recital. There is simply not time to safely check kids in and out while we are still putting on the show. Students in classes at Idea Factory Inc. Dance Studio receive a participation medal or trophy at recital time.

Printed copies of this information is available upon request.

August 17, 2016