



# Registration Form

Send this form along with your check to: Bella Dance Center – 4380 Summit Bridge Road - Middletown, DE 19709  
Email: [info@belladancecenter.com](mailto:info@belladancecenter.com)

**Registration fee and first & last month's tuition payment reserves your spot in the dance class requested and are non-refundable**

Student's Name Birthdate Age

Billing Address City State Zip

Mother/Guardian Home Phone Cell Phone Work Phone

Mother/Guardian Email Address

Father/Guardian Home Phone Cell Phone Work Phone

Father/Guardian Email Address

Emergency Contact Relationship Phone Number

1<sup>st</sup> Class- Day & Time 2<sup>nd</sup> Class- Day & Time 3<sup>rd</sup> Class- Day & Time

Registration fee and first and last month's tuition payment reserves your spot in the dance class requested and are non-refundable. Please review the information and Policy portion on the reverse side of this form and sign in the designated area below. ***Your signature is required for your child to participate in class.***

September 2019 Tuition \$ \_\_\_\_\_  
June 2020 Tuition \$ \_\_\_\_\_  
One Time Yearly Registration Fee \$ \_\_\_\_\_  
**Total Amount Enclosed** \$ \_\_\_\_\_

Form of Payment:  
\_\_\_\_ Cash \_\_\_\_ Check Check Number \_\_\_\_\_

\_\_\_\_ Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CCV \_\_\_\_\_

Initial Here if you would like to be enrolled in Auto-Pay \_\_\_\_\_ \*\*Note: if enrolled in Auto-pay, tuition will be charged on the 1<sup>st</sup> business day of every month.

I have read and understand the Bella Dance Center Information & Policies on the reverse side of this form. I agree to abide by these policies and procedures and also release any and all rights and claims against Bella Dance Center and all its staff and instructors of any claims for injuries that may occur to the student, parent or any other person.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**



## 2019-2020 School Year Studio Information and Policies

payments & fees made by cash, credit/debit card (Visa & Mastercard only) or check (made payable to Bella Dance Center)

### FIRST DAY OF CLASS

Monday, September 9, 2019

### REGISTRATION FEE & TUITION

A non-refundable \$25 registration fee per student or \$35 per family is due upon registration with first & last month's tuition payment to reserve class space. Tuition is a yearly fee divided into 10 payments and remains the same amount whether it is a long (5 week) or short (3 week) month and regardless of absences. 1<sup>st</sup> and last tuition payment is due at registration and is non-refundable. The remaining payments are due by the 1<sup>st</sup> of each month. ***There is a non-negotiable \$10 late fee applied after the 8<sup>th</sup> of each month. If no payment is received by the end of the month, the child will not be allowed to attend classes. After 3 late payments, the entire balance must be paid in full, or you MUST do auto-pay.*** There will be a non-negotiable \$30 returned check fee. During the season you may not take a month off. Should it become necessary to discontinue classes for any reason, you must notify the office in writing. A "Student Withdrawal Form" located at BDC or on the website is required or BDC retains the right to keep the students enrollment status active and charge accordingly. You are financially responsible for tuition payments up to the time of such action. A registration fee is due anytime one restarts within the season. NO withdrawals will be accepted during the month of December or after May 1<sup>st</sup>.

### RECITAL/RECITAL FEE

A student dance recital will be performed every year. All students are encouraged to participate in the recital, but it is not mandatory. If the commitment is made, there is a mandatory, non-refundable recital fee due by Feb. 15, 2020. This fee is \$130 for the first child and includes: 2 tickets, 1 download of 1 performance, 1 VideoPass for dress rehearsal, recital t-shirt, flowers, 1 class/group photo displayed in commemorative program, and 1 commemorative program. The fee for each additional child is \$75 and will include: 2 tickets, t-shirt, flowers, class/group photo in commemorative program and 1 commemorative program. The student will not receive their costumes and/or be allowed to participate in the show until this fee is paid. If the commitment is made, the student must perform in the designated show/shows, attend all required rehearsals, and follow all rules presented in the Recital Handbook given in March.

### COSTUME FEE

If the commitment is made to participate in our annual show, a \$80 - \$100 non-refundable costume fee will apply per dance. Each class has a pre-determined number of dances that will be performed in the annual show and each dance will require a costume (please inquire about your specific class). Some additional accessories, shoes and/or tights may need to be purchased. This costume fee does not include team costumes. Team costumes/fees TBD (please see team information and policies).

For your convenience, there are two costume payment options available (Optional fundraising will also be available to help offset this cost):

**\*Option 1:** Payment divided into three payments, payable October 15<sup>th</sup>, 2019, November 1, 2019, and November 15<sup>th</sup>, 2019.

**\*Option 2:** Payment divided in two payments, payable October 15, 2019 and November 15, 2019.

All late costume orders will incur an additional \$20 late fee

### INSURANCE

Bella Dance Center does not carry medical insurance for its students. It is required that all students be covered by their own family insurance and if injury occurs, it is understood that the student's own policy is the only source of reimbursement.

### ATTENDANCE

Good attendance is essential, as this ensures the best results. Please make every effort to have your child at every class.

### DANCE ATTIRE

\*Please contact the studio for individual class attire and dance shoe requirements

\*Ballet skirts and sweaters are permitted for ballet class as long as they do not interfere with any student's learning. No leotards with attached skirts are permitted. Plain black shorts are permitted for tap and jazz classes. No shirts are permitted while dancing.

### MAKE-UPS

Make-up classes will be available for missed classes. No tuition deduction or refunds are available for missed classes, nor is monthly tuition transferrable.

### SNOW OR BAD WEATHER

The studio will not necessarily close for snow days regardless if area schools are closed. Please call the studio for a recording if in doubt. You are entitled to a make-up if we close the studio due to weather, but no refunds will be given for any canceled classes.

### HOLIDAYS

Halloween:	Oct. 31
Thanksgiving Break:	Nov. 25-30
Winter Break:	Dec. 19, 2019 - Jan. 2, 2020
Spring Break:	April 10-16
Memorial Day:	May 22-25

### CLASS OBSERVATION

Viewing windows will be open most weeks for parent observation.

### OTHER

\*NO gum chewing in class.

\*Students are permitted to bring water ONLY to class.

\*Long hair must be pulled back and secured in a bun/ponytail/braid. Short hair must be pulled back and secured away from face.

\*No jewelry is permitted during class. Please have all dancers remove any earrings, necklaces, bracelets, etc. before entering the studio.

\*Children are not permitted to leave the studio until their rides have arrived.

\*ALL payments/fees are non-refundable.

\*ALL dancers and parents are expected to conduct themselves in a respectful manner. Gossip in the studio and/or on social networking sites about other students, parents or teachers is unacceptable and will NOT be tolerated.

\*BDC is not responsible for any personal belongings not owned by the studio.

\*BDC is not responsible for unsupervised children who are not in a class.

If you have any questions or comments, please feel free to contact us via email at [info@belladancecenter.com](mailto:info@belladancecenter.com), or call to schedule an appointment. Thank you for cooperation and dedication to Bella Dance Center.