

Registration Form

If you have any questions, please call our office at 847.816.0400, or email us at edc@encore-dance-center.com

Contact Information

Family's/Student's Last Name: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

E-mail: _____ How did you hear about us? _____

Emergency Information

(this information would be used only in case of emergency)

Mother's Name: _____ Cell/Work Phone: _____

Father's Name: _____ Cell/Work Phone: _____

Emergency Name: _____ Phone: _____

Are there any known allergies or medical conditions that we should be aware of?

Dance Class Information

Student	Birthday	Class/Level	Day/Time	Tuition
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Total Tuition \$ _____

Discount or Unlimited Plan \$ _____

\$25 Registration Fee -waived if paying in full- \$ 25.00

Payment Enclosed \$ _____

Waiver of Good Health

I certify that the above named student is in good health and capable of participating in classes and activities. I hereby release Encore Dance Center, its agents and employees from all liability for personal injury, illness or property loss/damage occurring on or off the school's premises. I have read the registration and studio information and understand the studio policies as outlined. I understand that I am responsible for tuition payments as described. I hereby give permission for Encore Dance Center to take photographs and video for promotional uses for the school.

Parent Signature _____

Date _____

Please remit payments to: Encore Dance Center, 50 Lakeview Parkway Suite 116, Vernon Hills, IL 60061

OFFICE USE ONLY			
Confirmation Init _____ Date _____	CP Init _____ Date _____	Paid Init _____ Date _____	Ck# _____ Amt _____

Studio Policies

General Rules

- Proper attire is expected.
- Gum chewing, eating or drinking (water excluded) is not allowed in the studios.
- For the dancer's safety, baggy clothes will not be permitted in class.
- Hair must be pulled back into a bun for ballet/pointe and into a ponytail for all other classes.
- Family and friends are not allowed to observe classes, unless approved by the teacher and director at least 24 hours in advance. Observations impede a student's ability to concentrate and learn.
- For your students safety and security, please do not leave your student unsupervised for periods of time before and after class.
- Students are placed by ability, at the teacher and director's discretion.
- Advancement is determined by the instructor and director. Students may be required to remain in certain levels for more than one year.
- Valuables should not be left unattended. All electronic devices must be kept off while in the studios.
- Please feel free to contact the studio with any questions on studio policies or student progress.

Absence/Make-Up Classes

Please notify the office of any absences or to arrange a makeup class. Making up a class for any class missed is encouraged! Any class may be made up any time during the current term in a similar type of class. Any classes not made up during the term are forfeited. Please call the studio in case of severe weather. If a class is cancelled due to unforeseen circumstances, the class will be made up during our inclement weather dates in the end of March or early April.

Registration Information

- Registration is on a first come, first serve basis. Class sizes are limited, and so we recommend that you register early.
- Registrations will not be accepted without payment and parent signature.
- When registering, there is a \$25 registration fee per family. That fee is waived if tuition is paid in full at the time of registration (when the registration form is turned in). If full payment is not received, the \$25 registration fee would be added to the total due for that session.

Refund Policy

All refund requests must be put in writing. If a student withdraws before a class begins, a \$25.00 registration fee will be withheld. If a student withdraws after a class begins, refunds will only be issued in case of a serious medical condition (physician's note required) or family relocation. All other withdrawals will result in a credit that can be used at a later date. All refunds or credits issued after classes begin will withhold the \$25.00 registration fee, as well as fees for any classes held before requests are received.

Tuition

Tuition is payable by cash, check, or credit card. Credit Card payments are subject to a 2% handling fee. Monthly payment plans are available, however those plans do work out to be more than paying in full at the start of the session as would be expected. (for more information, please contact our office). The Pay-Per-Class price is \$18.00. There is a \$20.00 service charge on all returned checks. Tuition that has not been paid in full by the first day of the session will result in a \$15 late fee per month until the balance has been brought to zero.

Discounts

Discounts are applicable only if classes are paid in full by the discount cutoff date.
Discounts are as follows:

Multiple Class Discount: Per Immediate Family- Sign up for:

2 classes per week, paid in full by the cutoff date: 5% off

3 classes per week, paid in full by the cutoff date: 10% off

4 classes or more, paid in full by the cutoff date: 15% off

Unlimited Plans (no additional discounts apply to unlimited plans)

Total Student Plan (Up to 5 classes, per student): \$645

Total Family Plan (Up to 8 classes, per immediate family): \$1,025

Additional Classes over the limit are \$100 per class.

Discounts cannot be combined with other offers. Discounts are only applicable for classes.