

# REGISTRATION FORM 2017-2018

110-2750 QUADRA ST VICTORIA BC V8T 4E8  
TEL: 250.658.1818

INFO@BOSTONDANCECO.COM  
BOSTONDANCECO.COM



## GUARDIAN INFORMATION (PRINT CLEARLY)

Once completed a student is considered registered from Sep - May. One form per student.

NAME(S):

ADDRESS:

CITY:

POSTAL:

TEL 1:

TEL 2:

EMAIL(S):

TEL 3:

## DANCER INFORMATION

FIRST NAME:

LAST NAME:

D.O.B:

MM / DD / YY

AGE

SEX

M

F

ARE YOU GRADUATING HIGH SCHOOL IN 2018?

TEL:

T-SHIRT SIZE: CHILD  ADULT  S M L XL

EMAIL:

## MEDICAL CONDITION / ALLERGIES / CHRONIC INJURIES:

(All information is strictly confidential)

## INITIALS REQUIRED BY PAYOR. I AGREE:

- An \$80 costume pre-payment fee is due at the time of registration for each class that requires a costume; No exceptions.
- NO REFUNDS (for tuition/costumes) for withdrawals or changes to registrations as of November 1. NO EXCEPTIONS.
- All discounts are voided for any withdrawals from classes. Fees will be calculated at base rates.
- Last day to withdraw from classes and receive a partial refund is October 31.
- One month written notice required for all withdrawals or changes to schedules.
- Registration fees and September tuition fees are non-refundable.
- All withdrawals subject to a \$25 admin fee per class.
- I will stay informed and act upon ALL information provided by the studio in its various forms (website/emails/newsletters/social media).
- It is my responsibility to be aware of dates made available by the studio that affect my dancer.
- I will ensure my dancer will be available to attend all necessary Dress Rehearsals and Showcases (in May).
- My dancer may be in more than one Year End Show if taking multiple classes.
- Instructors reserve the right to remove dancers from performances based on poor participation and or attendance.
- Festival and competition fees (if applicable) are non-refundable, and must be paid in full when invoiced (Jan - Feb). NO EXCEPTIONS.
- Costume purchases may exceed initial costume pre-payment(\$80 per costume) amount typically \$80 - \$140 per class.
- Additional costume invoices (if applicable) must be paid in full, when invoiced in May.. NO EXCEPTIONS.
- Accounts left outstanding past 30 days will be charged a \$30 administrative fee.
- \$45 will be applied to all payments returned or NSF - BDC also reserves the right to charge administrative fees for declined credit cards.
- I have read and understand all the Payments and Policies of BDC.
- BDC reserves the right to collect on any fees outstanding (costume, tuition, festival or NSF) by adjusting payment plans if required.

## HOW DID YOU HEAR ABOUT US?

- Returning student.
  - Website Search.
  - From a Friend.
  - Social Media.
  - Instructor.
  - Former Student.
  - Other Please Specify.
- Or Name of Family who referred you:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## PAYMENT PLANS (SEE REVERSE SIDE FOR PAYMENT INFO)

A.  1 FULL YEAR PAYMENT  CREDIT CARD  CASH  CHEQUE

B.  MONTHLY PAYMENTS by Pre-Authorized Debit (PAD) - 1 void cheque or Bank Authorization required. Withdrawal dates are August 20<sup>th</sup> - April 20<sup>th</sup>. Registrations received after the 15<sup>th</sup>, will have current months fees amortized over remaining payments.

No refunds or credits for missed classes for any reason - Tax is included in tuition/registration fees.

## LIABILITY WAIVER

I, the undersigned, certify that I am the above named student OR parent and/or legal guardian of the above named minor child and give permission for the above named student to participate in the dance program of Boston Dance Inc (BDC). I further, for myself and/or my child, hold harmless the owners, instructors and staff of BDC from any injuries that may arise from participation, or from any lost, stolen or damaged personal property. I authorize the use of any and all photographs & videos taken by or in association with BDC for advertising purposes only. I further authorize any representative of BDC to obtain any emergency medical treatment deemed necessary for the above named student with the understanding that I or the emergency contact will be notified as soon as possible should any such situation arise.

By signing this form, the parent, student and/or payor assumes any and all responsibility for the student(s), including financial obligations, and agrees to ALL studio policies and procedures.

SIGNATURE OF LEGAL GUARDIAN/PAYOR OR STUDENTS 18+ YEARS OF AGE: \_\_\_\_\_

DATE: MM / DD / YY \_\_\_\_\_

**PAYMENT PLAN INFORMATION (Account holder info by payor)**

<b>NAME:</b>	<b>SIGNATURE:</b>
<b>TEL:</b>	<b>EMAIL:</b>
<b>DANCER(S) NAME:</b>	

**MONTHLY PAYMENTS BY PRE AUTHORIZED DEBIT (void cheque required)      1 PAYMENT BY CREDIT CARD    VISA     MC**

<b>INSTITUTION NUMBER:</b>	<b>CREDIT CARD:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>TRANSIT NUMBER:</b>	<b>EXP DATE:</b> MM / YY <span style="float:right"><b>CV#:</b> <input type="text"/> <input type="text"/> <input type="text"/></span>
<b>ACCOUNT NUMBER:</b>	<b>NAME ON CARD:</b>

I hereby authorize Boston Dance Inc. (BDC) to withdraw funds that are owed automatically from the above bank account / credit card information on the below specified date each month or by 1 full payment for the dance year. Monthly payments will debit my account on the 20th every month, beginning August 20 - April 20. One Full Payment will be charged in the order registrations are processed. I understand that it is my responsibility to inform and communicate with the BDC Operations Manager of any and all changes to my account and/or payment information a minimum of two weeks before the monthly withdrawal date. I understand that failure to inform the BDC Operations Manager of these or other changes a minimum of two weeks before the monthly withdrawal date may result in additional service charges or the incorrect amount being withdrawn from my account. \*\*All NSF payments are subject to a \$45.00 service fee.

	OFFICE USE ONLY CLASS(ES)	DAY	START TIME	CLASS LENGTH	COSTUME AMOUNT	MEDIA FEE
1					\$	Please select a payment option <input type="checkbox"/> Add my Fee to PAD <input type="checkbox"/> Credit Card <input type="checkbox"/> Payment by Cheque (Dated December 01)
2					\$	
3					\$	
4					\$	
5					\$	
6					\$	
7					\$	<b>OFFICE USE ONLY</b>
8					\$	Monthly Fee <span style="float:right">\$</span>
9					\$	Total Costume Payment <span style="float:right">\$</span>
10					\$	
11					\$	Full Year Amount <span style="float:right">\$</span>
12					\$	
13					\$	
14					\$	Registered By:
15					\$	Entered By:
16					\$	
			<b>TOTALS</b>		\$	

OFFICE USE ONLY	MM/DD/YY	MOP	AMOUNT	NOTES SECTION - Pencil Only
Registration Fee \$	/ /	( )	\$	
\$	/ /	( )	\$	
	/ /	( )	\$	
SEPTEMBER	/ /	( )	\$	
OCTOBER	/ /	( )	\$	
NOVEMBER	/ /	( )	\$	
DECEMBER	/ /	( )	\$	
JANUARY	/ /	( )	\$	
FEBRUARY	/ /	( )	\$	
MARCH	/ /	( )	\$	
APRIL	/ /	( )	\$	
MAY	/ /	( )	\$	

# TUITION RATES AND PAYMENT PLANS 2017-2018

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HRS PER WEEK	TUITION RATES		PAYMENT OPTIONS
	OPTION A	OPTION B	
30 minutes	\$359.10	\$39.90	<p><b>OPTION A (One Full Year Payment)</b> One full year payment by cash, cheque or credit card (Visa or Mastercard). Credit cards will be charged in order they are processed.</p> <p><b>OPTION B (Monthly Payment by Pre Authorized Debit P.A.D.)</b> Pre Authorized Debit plan for monthly payments. First withdrawal date August 20 final withdrawal date April 20. <u>Void cheque or Bank Authorization form required.</u> Account info and waiver must be completed on reverse side of registration form.</p> <p><b>ADDITIONAL PAYMENTS DUE AT REGISTRATION</b>  <b>Annual Registration Fees:</b> Cash or cheque (dated the day of registration). \$40 per student, \$20 per additional family member. Registration fees are non refundable.  <b>Costume Pre Payments:</b> Cash or cheque ONLY \$80 <u>per class</u> (must be post dated Nov 1) Costume Pre Payments are non refundable as of Nov 1.  <b>Annual Media Fee: For all classes performing in Y.E.S!</b>                      \$50.00 per dancer, charged December 01. This covers a download copy of Year End Show Video &amp; access to high definition downloadable professional photography images that have been taken during the year. This charge can be added to PAD or Charged to credit cards or payable by cheque. A payment option must be selected at time of registration.</p> <p><b>DISCOUNTS</b>                      1) Automatic discounts are based on a sliding structure and are built into rates exceeding 30min per week per dancer.                      2) 15% Family Member Discount applied to 2nd dancer with the lesser amount of hours per week.                      3) 5% Discount for Full Year Payments by Cheque or Cash June 1&amp;2 only. (Full Year Discount is not applicable to families claiming the Family Member Discount)</p> <p><b>\$45(cash only) NSF fee applies to any payments returned NSF. All rates include applicable taxes. Refer to our Payments &amp; Policies for more information.</b></p>
45 minutes	\$450.00	\$50.00	
<b>1 hr BASE RATE</b>	<b>\$595.35</b>	<b>\$66.15</b>	
1 hr, 15 min	\$746.55	\$82.95	
1 hr, 30 min	\$878.85	\$97.65	
1 hr, 45 min	\$1,011.15	\$112.35	
<b>2 hrs</b>	<b>\$1,143.45</b>	<b>\$127.05</b>	
2 hrs, 15 min	\$1,275.75	\$141.75	
2 hrs, 30 min	\$1,408.05	\$156.45	
2 hrs, 45 min	\$1,540.35	\$171.15	
<b>3 hrs</b>	<b>\$1,653.75</b>	<b>\$183.75</b>	
3 hrs, 15 min	\$1,786.05	\$198.45	
3 hrs, 30 min	\$1,908.90	\$212.10	
3 hrs, 45 min	\$2,031.75	\$225.75	
<b>4 hrs</b>	<b>\$2,145.15</b>	<b>\$238.35</b>	
4 hrs, 15 min	\$2,258.55	\$250.95	
4 hrs, 30 min	\$2,371.95	\$263.55	
4 hrs, 45 min	\$2,485.35	\$276.15	
<b>5 hrs</b>	<b>\$2,598.75</b>	<b>\$288.75</b>	
5 hrs, 15 min	\$2,712.15	\$301.35	
5 hrs, 30 min	\$2,825.55	\$313.95	
5 hrs, 45 min	\$2,938.95	\$326.55	
<b>6 hrs</b>	<b>\$3,071.25</b>	<b>\$341.25</b>	
6 hrs, 15 min	\$3,156.30	\$350.70	
6 hrs, 30 min	\$3,260.25	\$362.25	
6 hrs, 45 min	\$3,364.20	\$373.80	
<b>7-10 hrs</b>	<b>\$3,515.40</b>	<b>\$390.60</b>	

**10+ hours flat rate of \$10per hr applies**

## PAYMENTS AND POLICIES 2017-2018

2017-2018 Subject to change without notice.

Please understand BDC is a small business with limited office staff and hours. Although some of our policies may seem quite restrictive, they are in place to ensure that the least amount of time is expended on administration and the majority of our energy is devoted to teaching. **By registering, you are confirming dancer and parent/ payor have read and agreed to all policies including payments and etiquette made available in its various forms. Thank you.**

### TUITION FEES

Fees are calculated based on the total number of classes in a dance year. Payments remain the same regardless of the number of weeks in a month. September tuition and registration fees are non-refundable. There is no refund for classes missed due to student sickness, holidays, vacations, registering mid-month or other activities. All classes are subject to cancellation, with full refund, if minimum enrollment is not met. Monthly fees will not be pro-rated. Tuition fees are non-transferable to other students or between dance seasons. All fees include applicable taxes.

**REGISTRATION FEE** Annual registration fee of \$40 per student must be paid at the time of registration. This fee is non-refundable. For each successive family member the registration fee is only \$20.

### MEDIA FEE

\$50 per dancer will be charged to all students performing in Year End Showcase to pay towards access to high definition professional still images (taken during the year) for download/ print and downloadable copies of Year End Showcase Video. Charge will be applied to accounts as of December 01.

### PAYMENT PLANS & POLICIES

**WE DO NOT ACCEPT REGISTRATIONS WITH 3rd PARTY PAYOR INFORMATION. NO EXCEPTIONS.**

# PAYMENTS AND POLICIES 2017-2018 (CONTINUED)

2017-2018 Subject to change without notice.

**WE DO NOT ACCEPT SPLIT FAMILY PAYMENT PLANS** (one parent paying for half or portion of student fees) **NO EXCEPTIONS.**

Students under the legal age of 18yrs old (at the time of registration) must have a legal guardian register for them and sign all waivers. This person will be financially liable for the student's fees. Information on the registration form **MUST** have payor's full contact information to ensure we have correct information for financial records.

## **PAYMENT PLANS ACCEPTED**

**A. ONE FULL YEAR PAYMENT by CASH, CHEQUE, VISA or MASTERCARD** (cards will be processed as received).

**B. MONTHLY PAYMENTS by pre-authorized debit (P.A.D.)**

[1 void cheque or bank authorization required] 1st processing date on Aug. 20 – **Last** processing date on Apr.20. Registrations after the 15th current month's fees will be amortized over remaining payments.

**We are unable to hold, reschedule or change processing dates for any payments for tuition, costume etc. ALL financial information is kept on-site in a secured and locked area.**

## **TUITION FEE DISCOUNTS**

All monthly fees are discounted on a sliding scale for students taking more than 30min of class time per week providing a break for families with students taking multiple classes.

**FAMILY MEMBER DISCOUNT:** Each additional family member (student with the lesser amount of hours) receives a 15% discount off tuition.

**FULL PAYMENT DISCOUNT:** 5% discount offered for full year payments by cash or cheque only, June 1&2 only for returning students – Discounts are not refundable. Full Year Discount is not applicable to families claiming the Family Member Discount.

**Any withdrawals or adjustments are calculated without discounts at the base rate.**

## **NSF or LATE PAYMENTS**

\$45 NSF fee per transaction (insufficient funds or other) for any and ALL payments returned. There will be a \$30 charge for any outstanding payments considered late (one month past due) and students will not be allowed in class after this time until payments are brought up to date **NO EXCEPTIONS.** Payor will be notified of any declined credit card payments and must rectify the issue within 7 days after being notified. Any accounts outstanding past the 7 day grace period will be subject to the \$30 administrative fee. **Two or more** NSF transactions in a single dance year will result in registration being **terminated.** To reinstate registration the remainder of the entire dance year must be paid in full by cash only.

**BDC reserves the right to collect on any fees outstanding (costume, tuition, festival or NSF) by adjusting payment plans if required.**

## **ADMINISTRATION FEES**

There is a \$25 administration fee for **each class** dropped (unless class is cancelled by the studio) once registration is processed by administration. NO changes to schedules are permitted as of November 1 as students are expected to honour their year's commitment to assigned classes.

## **STUDENT SCHEDULE ADJUSTMENTS**

ALL changes to student registration (drop, switch or adding) require written notice (email is fine) by the payor and must be received by administration. Schedules and payments will be adjusted after this time. No half-month or pro-rated fees will be refunded or transferred.

Verbal communication is not valid for notice of changes. Teachers are not responsible for passing along verbal notice of withdrawals or changes to schedules from students.

## **WITHDRAWAL POLICY**

One month written notice submitted to office administration only, email is fine by October 31. **BDC has a strict No Withdrawal Policy as of NOVEMBER 1 and is enforced.** Once correct class placement is complete, students are registered for the dance season, September to May. As of November 1, all students enrolled at BDC must hold to their commitment to finish off the remainder of the dance year. **NO EXCEPTIONS. Absolutely no refunds or withdrawals will be permitted as of NOVEMBER 1 this includes tuition & costume.** Students are not permitted in classes once the withdrawal notice has submitted to office administration. **Teachers are not responsible for passing along verbal notice of withdrawals or changes to schedules from students. Any withdrawals or adjustments are calculated without discounts at the base rate including all administrative fees.**

## **FESTIVAL / COMPETITION ENTRY FEES**

Festival/Competition fees are **non-refundable for any reason** (including medical). These payments are made in advance by BDC to organizations on behalf of each dancer as required "entry fees". Families and students will be notified prior to Dec. 15. Classes participating will be invoiced accordingly for these fees in January or February. Invoices must be paid in FULL on time for students to participate with their class. BDC reserves the right to charge late fees and or add payments to credit cards and or PAD if not paid by due date.

## **COSTUME PRE-PAYMENTS**

\$80 per class (unless otherwise indicated – adult, exam or technique classes are exempt). Pre-payments are collected at the time of registration and the amounts are used for the eventual purchase of costumes on behalf of students performing in Festival, Competitions and Year End Showcase(s). This pre-payment amount is deducted from final invoices which are sent out the first week in May. Students with costumes with a cost equivalent to the pre-payment will not receive an invoice. Generally costumes range from \$80 - \$140. Costume and tuition fees do not cover the cost of organizing, sourcing out or fitting time and is a voluntary service of our faculty. Costume pre-payment includes purchase of costumes, and a YES t-shirt. Costume pre-payments must be exact cash or separate cheque from fees only. payable to Boston Dance Inc (BDI)  
Cheques must include **student's full name** in memo section  
Costume payments must be submitted at registration – **no exceptions**  
Costume cheques **must** be post-dated for November 1  
No refunds on costume pre-payments as of November 1

## **RIGHT TO REFUSE**

Boston Dance reserves the right to refuse business to any student or family. Boston Dance also reserves the right to remove, withdraw, and cancel student registration for the following reasons (but not limited to):

- Outstanding or late payments (costume, tuition or fees).
- Disrespectful, negative, or inappropriate behavior not in line with BDC's philosophies by either dancer or family member.
- Students and Families not complying with BDC's policies and procedures.
- Attendance, commitment and participation issues or concerns.

**At BDC we strive to stay in proper communication with our students and families. If at any time you require clarification of a policy please contact the office. We are happy to answer any questions you may have.**