

DARLENE'S DANCE ACADEMY**REGISTRATION ONLINE PAYMENT FORM 2011-2012**

THIS FORM MUST ACCOMPANY PAYMENT WITHIN 5 BUSINESS DAYS AFTER ONLINE REGISTRATION IS COMPLETE. NOTIFY BY EMAIL IF ON SUMMER HOLIDAYS. After registering online, the balance due is shown under the Step 5 (Payment) section. This total includes the registration fee plus first + last month's tuition. **IF YOU FALL UNDER THE EXEMPTION RULE, UNLIMITED TUITION OR SCHOLARSHIP, THE OFFICE WILL HAVE TO MANUALLY ADJUST YOUR ACCOUNT TO READ THE PROPER PAYMENT.**

Drop off, Fax 780-486-0360 or Mail to: 494 Wolf Willow Road, Edmonton, AB, T5T 2E8

 NEW

 RETURNING
REGISTERED STUDENT INFORMATION

Student/s First Name: _____ Last Name: _____

FAMILY INFORMATION

Parent/Guardian First Name/s: _____ Last Name: _____

PAST DUE CHARGES
 I have read this _____ (please initial)

Monthly tuition payments along with other fees such as Festivals and Costumes are due on the 1st of each month with a grace period until the 7th of the month. Fees paid after the 7th of the month will be considered past due and a \$15.00 late fee will be automatically added to the students account.

Also note that any cheques returned NSF etc., will be charged a NSF fee of \$25.00 per cheque.

WITHDRAWAL INFORMATION
 I have read this _____ (please initial)

Students are enrolled in classes for the year. If dropping any class/es, a 'Drop Class Request' slip must be filled out and submitted into the office **before the 1st of the month** in order to adjust your account payments. This document may be obtained at the office or downloaded from our website.

If you drop a class/es on or after the 1st of the month, you will not receive a refund for that month and are responsible for those fees incurred, which includes Nov. 1st Festival Entry Fees and Dec. 1st Costume Deposits and Full Costume Balances as the costume was ordered on your behalf and can not be returned. Only by a Drop Class Request can you be entitled to receive a refund or an adjustment to your account. Note that Registration, First & Last month's tuition is non-refundable fee unless we are unable to place the student into a class.

EXEMPTION RULE for June 1st Tuition Payments
 I have read this _____ (please initial)

- For customer convenience, we are allowing customers whose accounts are \$165/month and over, the benefit of being able to split the cost up and pay this fee on June 1st instead of Sept. Please note that tuition is based on a yearly fee and is divided over 10 months to lower the monthly payments, therefore you must realize that June may or may not have any dance classes being held and this payment still must be made for June 1st.
- The exemption rule will not be offered for PLAN #3 - PAY MONTHLY PLAN.
- If a student quits during the year, the June fee must be paid immediately as it is a non-refundable payment and was given for customer convenience.
- If some classes are dropped during the year, June's tuition will reflect that adjusted price. If dropped to under the \$163/month, June's tuition is no longer exempt and payment is due immediately.

 PLAN #1 - AUTOMATIC CREDIT CARD PLAN (Visa or Master Card)

I hereby give authorization to Darlene's Dance Academy Inc. to use my credit card information for the following payments that are stated below.

I further acknowledge that if my credit card does not go through, I will be subject to a late fee of \$15.00 if a payment is not received within the 7 day grace date. If my credit card continues to not go through, I will need to switch onto another Monthly Plan. I understand that I will be given notice by email of the extra charges prior to charging my card for any Festival Fees, Group Costume Deposits and Costume Balances. Any other charges, I will have to give separate authorization if wanting to charge to my credit card on file.

 I DO NOT qualify for the Exemption Rule.

- ONLINE REGISTRATION PAYMENT (Registration Fee, Sept + June's Tuition Fees) = \$ _____
- Rest of Monthly Tuition Fees to be billed from Oct. 1, 2011 to May 1, 2012 = \$ _____ /monthly.
- Exemption Rule of \$165/month and over applies to me and I will pay last months tuition on June 1, 2012 instead.
 - Online Registration payment (Registration Fee + Sept. Tuition Fees) = \$ _____
 - Rest of Monthly Tuition Fees to be billed from Oct. 1, 2011 to May 1, 2012 = \$ _____ /monthly.
 - June fees may be revised due to the policies stated above but at the time of registration, fees for June 1, 2012 = \$ _____
- Automatic payment Dec. 1, 2011 for Group Costume Deposit of \$40.00 per class. (Some classes do not apply as listed in Handbook) = \$ _____
- Automatic payment Nov. 1, 2011 for Group Festival Entry Fees. (Some classes do not apply as listed in Handbook) = \$ _____
- Automatic payment Feb. 1, 2012 for the remaining fees towards the Group Costume Balances = \$ _____

Card Type: Visa MC Card Number: _____ Exp: _____

Card Holder's Name: _____ Signature: _____ Dated: _____

 PLAN #2 - MONTHLY POST DATED CHEQUE PLAN

I have agreed to provide a credit card to secure my account and will submit post-dated cheques for the year at the time of registration. I understand that if my cheque is returned NSF etc., I will incur a \$25.00 NSF charge on my account and have 1 week from the day of being notified from the office by either email or phone to submit the new payment in the form of Cash, Debit or Credit Card. Failure to do so will result in charging my credit card on file.

I further acknowledge that I need to submit extra payments for Nov. 1st Festival Fees (if applicable), Dec. 1st Costume Deposits and Feb. 1st Costume Balances, which are subject to the Past Due Charges, Withdrawal Policies and Exemption Rule as stated above. Failure to do so will result in charging my credit card on file. Lastly, I understand that if my credit card on file does not go through and no payment has been received within 30 days, my child/children would not be able to return to class until all outstanding fees are caught up.

 I do not qualify for the Exemption Rule.

- ONLINE REGISTRATION CHEQUE PAYMENT (Registration Fee, Sept + June's Tuition Fees) = \$ _____
- Submitting Post Dated Cheques for rest of Tuition Fees Oct. 1, 2011 to May 1, 2012 = \$ _____ /monthly.
- Exemption Rule of \$165/month and over applies to me and I will pay last months tuition on June 1, 2012 instead.
 - Online Registration payment (Registration Fee + Sept. Tuition Fees) = \$ _____
 - Submitting Post Dated Cheques from Oct. 1, 2011 to May 1, 2012 = \$ _____ /monthly.
 - June fees may be revised due to the policies stated above but at the time of registration, fees for June 1, 2012 = \$ _____

Card Type: Visa MC Card Number: _____ Exp: _____

Card Holder's Name: _____ Signature: _____ Dated: _____

 PLAN #3 - PAY MONTHLY PLAN - No credit card on file (Pay by Cash, Debit, Cheque, Visa or Master Card)

I have **not provided a credit card** to secure my account will need to submit the **Registration Fee as well as the FIRST and LAST Months Tuition** payment at time of registration and understand that the Exemption Rule, if I had qualified, will not apply to this Plan. I acknowledge that I am to make timely payments of my Tuition balances including Festival and Costume fees on my account from Oct. 1, 2011 to May 1, 2012, which are subject to the Past Due Charges and Withdrawal Policies as stated above. I further acknowledge that if my payment is not received within the 7 day grace date, a late fee of \$15.00 will apply and if not received within 30 days, my child/children would not be able to return to class until all outstanding fees are caught up.

- Online Registration (Registration Fee, Sept and June's Months Tuition) = \$ _____ paid by _____
- Rest of Monthly Tuition Fees to be billed from Oct. 1, 2011 to May 1, 2012 will be \$ _____

Parent/Guardian Signature: _____ Dated: _____