



## DARLENE'S DANCE ACADEMY

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## REGISTRATION ON-LINE IS FAST, FREE, CONVENIENT, and SECURE!

### REGISTRATION HINTS 2011-2012

ALL INFORMATION IS LOCATED IN OUR STUDENT HANDBOOK AND THROUGH OUT OUR WEBSITE!

This is just a brief summary.

#### ENROLLMENT

Age 3-5 Registrations accepted till Dec. 1  
Age 6+ Registrations accepted till Oct. 20

All applications via internet will be approved and processed by internet on a first-come, first-served basis for all new and returning students.

Darlene's Dance Academy will have final approval for all class placement decisions. These placements are determined with the student's best interest in mind.

#### CALCULATE AGE

We base the student's age according to the regular school system, which is **March 1<sup>st</sup> of the following calendar year**. We find it important to place the student with the grade level they will be entered in school as they will have a better chance of being with their friends. It also goes by the learning ability as well.

**Ask yourself, what grade will I be putting my child into the regular school system?**

Some Most Asked Examples:

**If you have a 3 year old (turning 4 in Jan), are they going into the Preschool system this year for 4 year olds?**

If not...choose the Nursery Class for 3 year olds. If yes...choose the Preschool Class for 4 year olds.

**If you have a 4 year old (turning 5 in Feb), are they going into Kindergarten this year for 5 year olds?**

If not...choose the Preschool Class for 4year olds. If yes...choose the Pre Primary Class for 5 year olds.

**If you have a 5 year old (turning 6 in Feb), are they going into Grade 1 this year for 6 year olds?**

If not...choose the Pre Primary Classes for 5year olds. If yes...choose the Primary Classes for 6 year olds.

#### PREVIOUS REGISTERED FAMILIES

To be able to enroll in classes and view your account, the system is based on your e-mail address that you registered with.

1. Click on ONLINE REGISTRATION.
2. Go to the far right under 'Already have a password to Darlene's Dance Academy'
3. Type in your **email that we have on file** and put in your password.
4. If you forgot your password, just click on 'Forgot your password?'. You will then be forwarded a link to your email where you can set up your new password.
5. You will then be able to edit your account and register for classes.

NOTE: Most previous students had received progress reports to help determine, which classes they should enroll into.

**If you have changed your email, please notify us and we can change your account to read the proper one.**

1. Send an email to us marked in the subject line 'URGENT EMAIL SET UP' or call us at the office during office hours.
2. We will then put your email into the system, which will enable you to proceed as laid out in the instructions above.

#### NEW FAMILIES

Just **SIGN IN** under '**New to Darlene's Dance Academy**'. It is fast, free and allows you to enroll in classes online and view your account. Use the Filters to help enable you to find classes by location, instructor, type of class, day, time, etc.

There will be 5 STEPS to Registering.

1. Family Information
2. Student Information
3. Add Classes for Student {all classes will state a pre-requisite description to help make your choice}
4. Review Class Enrollment
5. Payment {send registration form and payment into office within 5 business days}

Please go back to the online registration where you will find STEP 1 to print out the registration form.

## CLASS ENROLLMENT

On Step 3 (Enroll) of the registration process, you can view the class schedule or use the filter system to help narrow down your search to just what you're looking for.

Need help finding the appropriate class, please submit this [Inquiry Form](#) and we will get back to you with some helpful answers to help you decide. Also make sure to add their age and birthdate so we can provide you with exact information.

## PAYMENTS ACCEPTED {further information can be found in our Student Handbook and Payment Registration Form}

Payments accepted are: **Visa, MasterCard, Cash, Debit or Cheque.**

There are 3 Payment Plans to choose from:

### PLAN #1 – Automatic Credit Card Plan (Visa or MasterCard)

- ❖ We automatic bill your credit card on the 1<sup>st</sup> of the month leaving you with no late penalties
- ❖ Exemption Rule applies to this plan.

### PLAN #2 – Monthly Post Dated Cheque Plan

- ❖ You must provide a credit card on file to secure your account.
- ❖ Submit postdated cheques for the year.
- ❖ Exemption Rule applies to this plan.

### PLAN #3 – PAY MONTHLY PLAN

- ❖ No credit card is left on file to secure your account.
- ❖ All payments must be made by the 1<sup>st</sup> of the month and is subject to late fees and extra penalty.
- ❖ The Exemption Rule will not be offered with this plan.

## EXEMPTION RULE {For June 1<sup>st</sup> tuition payments}

- ❖ For customer convenience, we allow those **customers whose accounts are \$165/month and over** the benefit of being able to split the cost up and pay this fee on June 1<sup>st</sup> instead of upfront when registering.
- ❖ This rule will not be offered with Plan #3.
- ❖ Read Payment Registration Form for more details.

## MANUAL ADJUSTMENTS REQUIRED FOR:

Registering online will not show the correct pricing for

The Exemption Rule

For Capped Unlimited Tuitions and especially those that go *over the 12 hours*.

When you hand in your paperwork at the office, the manual adjustment will be done at that time.

**Registration is complete when payment and form is received at the office.**

**You will have 5 business days to complete this procedure and then confirmation is sent upon receiving payments.**

**IF YOU ARE ON HOLIDAYS WHEN REGISTERING DURING THE SUMMER,  
PLEASE NOTIFY US BY EMAIL WHEN YOU WILL BE SENDING IN YOUR PAPERWORK AND PAYMENT.**

Click here for the [Payment Registration Form](#) or you will find this form under ONLINE REGISTRATION Step 1.  
Click here for the [Mini 8 Week Registration Form](#) or you will also find this form under ONLINE REGISTRATION Step 1.