

# 2018-2019 REGISTRATION FORM/AUTOMATIC PAYMENT CONSENT FORM



Student's Last Name: \_\_\_\_\_ Parent's Name \_\_\_\_\_  
First and Last (if different from Student)

Student First Name:	First Sibling	Second Sibling	Third Sibling
Student Birthdate:			

**Greenpoint Studio Address:**  
 11 Newel Street, Brooklyn,  
 New York 11222

**Mailing Address:**  
 243 Kingsland Avenue Brooklyn,  
 New York 11222

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone (Work) \_\_\_\_\_ Phone (Home) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone (Cell) \_\_\_\_\_

School Attend \_\_\_\_\_ Allergies \_\_\_\_\_

T: 718. 349.1617  
 E: [hdance87@aol.com](mailto:hdance87@aol.com)  
[www.HamiltonDance.com](http://www.HamiltonDance.com)

Please supply two names and numbers of people we may contact in case of an emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

## METHOD OF PAYMENT:

Auto-Bank Account Debit (**Attach Voided Check or Provide Routing & Account Numbers**)

I hereby authorize Greenpoint Dance Studio, LLC to charge my account the amount of \$ \_\_\_\_ on the \_\_\_\_ day of each month starting \_\_\_\_\_ and ending \_\_\_\_\_. All charges will appear as Greenpoint Dance Studio, LLC. I will give the school office one month's written notice from the first of the month to discontinue these charges.

Signature \_\_\_\_\_ \*Monthly fees may be changed accordingly (i.e., adding additional classes or discontinuing a class). You will be notified immediately of new monthly charge.

Cash or Personal Check (**Make checks payable to Greenpoint Dance Studio, LLC**)

Credit or Debit Card (**Monthly fee automatically charged each month**) \_\_\_\_\_ *initial*

Number \_\_\_\_\_ Exp \_\_\_\_\_ Security Code \_\_\_\_\_ Billing Zip \_\_\_\_\_

**Fees:** Registration.....\$ 30.00 (Due at time of Registration)  
 Performance Fee.....\$ 250.00 per family (5 recital seats/plus recital DVD)  
*Professional theater, professional technicians, union workers, dress rehearsal and the recital.*  
*You have the option of paying for the fee monthly, quarterly or in full by April 6, 2019.*  
*Set up your payment schedule at registration.*  
 Class Late Fee.....\$ 25.00 for ALL accounts past-due (30 days)  
 Costume Deposits.....\$ 50.00 per costume (due by December 8, 2018)  
 Costume Balances.....\$ Amount to be determined (due February 9, 2019)

**DANCE RATES:**

1 class hour per week	\$ 66.00 per month
1 ½ class hours per week	\$ 99.00 per month
2 class hours per week	\$132.00 per month
2 ½ class hours per week	\$165.00 per month
3 class hours per week	\$198.00 per month
3 ½ class hours per week	\$231.00 per month
4 class hours per week	\$240.00 per month
4 ½ class hours per week	\$252.00 per month
5 class hours per week	\$260.00 per month

[www.facebook.com/company/hamilton-dance](http://www.facebook.com/company/hamilton-dance)

[www.linkedin.com/pub/hamilton-dance/17/b27/159](http://www.linkedin.com/pub/hamilton-dance/17/b27/159)

@twitterHamiltonDance

A Qualified Member of Dance Educators of America

## POLICIES AND PROCEDURES

**Registration:** A non-refundable fee of \$30 per student is required yearly at the time of registration.

**Payment of Fees:** Tuition must be paid by cash, check, credit/debit card or automatic bank account debit. Tuition paid by automatic bank account debit will be debited from your bank account on the day of each month that you indicate from September through June. Payments made by cash or by check are due the first week of the month. All payments will appear on your bank statement as Greenpoint Dance Studio, LLC. Only regular monthly fees are automatically withdrawn by auto-debit. Incidental fees such as recital fees, costume deposits, costume balances, uniforms, etc. can be paid by auto-debit with approval.

**NSF Payments:** I hereby authorize the school to electronically debit my bank account for the amount of any NSF paper check or auto-debit transaction plus a \$30 NSF fee (insufficient funds).

**Uniforms:** Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out of class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. For safety reasons, dancers are not permitted to wear jewelry. Long hair must be tied back. All students are expected to arrive on time and to **BE IN UNIFORM**. Anyone arriving fifteen minutes late will not be permitted to take class and must make-up. Uniforms are purchased at the studio and must be ordered the first week of class. A 50% deposit is due at the time of ordering.

**Withdrawals and Refunds:** There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the school office and not with the teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1. To withdraw from classes, a parent or adult student must inform the school office in person. All automatic bank debiting will stop after the one-month notice period. Greenpoint Dance Studio, LLC reserve the right to terminate lessons to any student without notice. In such a case, a refund for unused lessons will be given.

We do not give refunds for absences. If you are absent, you may arrange to take a make-up class. Make-up classes must be taken within four weeks of the absence and are valid only while you are registered in the school. To avoid overcrowding, call to confirm when you will be taking a make-up class. **Any student who is absent 8 or more classes will not be permitted to perform in the annual recital.** Students with prolonged illness must provide a doctor's note and inform the school office immediately! If absences should exceed four consecutive weeks, you will not be obligated to pay for more than the first four weeks you missed, and you will be entitled to the make-up for those four lessons.

**Extreme Weather or Unexpected Interruption of Class:** In the event of snow, Hamilton Dance will be closed if the NYC Public Schools are closed. If the NYC Public Schools are open, we are open. If we need to be closed because of circumstances beyond our control, no refunds will be made. Those days will be treated as absences and make-up classes must be taken.

**Substitutions:** The school reserves the right to provide a substitute teacher if the regular teacher is ill or otherwise unable to teach class. If a teacher is ill and the school cannot arrange a substitute, any missed classes will be made up.

**Parent's Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all school activities such as viewing classes, rehearsal and recital dates, picture days, ticket day, and dates the school is open or closed.

**Care of Students:** Hamilton Dance is not responsible for providing before or after class care for students. Parents with students under the age of 5 are to remain in the school during classes. Students are not to be left at the school for excessive time before or after class.

**Injuries:** Parents, legal guardians or minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during, or after class time. Hamilton Dance is not responsible for lost articles.

**Photo Release:** The school is hereby granted permission to take photographs of the students to use in brochures, websites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

**Video Release:** The school is hereby granted permission to videotape the students to use in our recital video. Permission is also hereby granted for the school to copyright such videotape in its name.

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Date

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Student Name (Please Print)

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Signature of Parent or Adult Student