ACADEMY OF CITY BALLET OF HOUSTON

Office Use Only:

Contacts ___ A/R ___
Student List ___ Rolls ___
Registration ___ Recital ___
Placement Class & Date _____
Off-site PE ___ if yes, school & level _____

Registration Form

Student #1's Name: _____ **Student #2's Name:** _____
Date of Birth: _____ **Date of Birth:** _____

Student #3's Name: _____ **Student #4's Name:** _____
Date of Birth: _____ **Date of Birth:** _____

Parent/Guardian: _____ **Parent/Guardian:** _____
Employer if applicable: _____ **Employer if applicable:** _____

Email Address: _____ **Cell Phone of parent:** _____
ACBH/CBH communication is disseminated via email, please provide an address that is checked often!
Address: _____ **City/Zip Code:** _____

Emergency Contact: _____ *Other than parent*
Phone: _____
Where you referred to us? If **"yes",** by whom?
Yes or No _____
If you were not referred to us, how did you hear about us? _____
Do you have previous ballet training? If **"yes"**, name of previous school:
Yes or No **Years of training: _____** _____

I fully understand that there is risk of injury in any physical activity and hereby hold harmless Mary Beth Arrington, Luis Fuente, ACBH Dance Studio, ACBH representative, and/or CBH from any responsibility and liability in connection with travel to and from and participation in any classes, performances, conventions and competitions in 2017-2018. ACBH/CBH reserves the right to refuse services to anyone. If a parent cannot be reached in case of emergency, I hereby give my permission for ACBH/CBH to have emergency treatment administered to:

Student's Name(s) (please print) #1_____, age ____; #2_____, age ____

#3_____, age ____; #4_____, age _____

Signature of Parent or Guardian if under 18:_____
(I have read, understand and will comply with all Studio Policies)

_____ (Date)

----------FOR OFFICE USE ONLY. PLEASE DO NOT COMPLETE THIS SECTION, WAIT FOR ACBH REPRESENTATIVE----------

NAME:	CLASSES:	DAY:	HOURS:		NAME:	CLASSES:	DAY:	HOURS:	NAME:	CLASSES:	DAY:	HOURS:
Tuition:		Total Hours:			**Tuition:**		Total Hours:		**Tuition:**		Total Hours:	

Registration Fee(s) $_____

Monthly Total $_____

Year Pre-Payment $_____ (5% discount)
Half Year Pre-Payment $_____

Method of Payment:/Date
Cash □
Check □
Charge □

Academy of City Ballet of Houston Studio Policies

- **Dress Code** – Skirts, legwarmers, and cover-ups are discouraged as they do not allow the teacher to properly view the dancers' alignment.
  - Ladies
    - Ballet: black leotard, pink tights, pink ballet slippers and/or pointe shoes
    - Tap: black leotard, pink tights, black tap shoes
    - Jazz: leotard or jazz attire, nude or pink tights (may be footless), nude jazz shoes
    - Modern: leotard or dance shorts/top, nude footless tights, barefoot or foot undies, ballet/ jazz attire may be worn
    - Preschool: black leotard, pink tights, pink ballet slippers, black tap shoes; dance skirts are permitted
    - CBH Company members any leotard, pink tights, pink ballet shoes, pointe shoes, nude jazz shoes, character shoes, character skirt (some items are only needed during summer intensives)
  - Gentlemen
    - Black tights, black ballet, tap, and/or jazz shoes as indicated for selected classes and a white t-shirt
- **Financials**
    - Registration Fee (non- refundable) - Required annually, $30 due at registration, each additional family member pays $10
  - Tuition
    - Your family monthly tuition will be $_____ and is due the FIRST lesson of each month
    - **May** tuition **must be prepaid no later than November 15th (you may split it in 4 payments Sept-Nov)**
    - Monthly tuition is a discounted rate divided over 9 months, there is no reduction in price for classes missed, for holidays or absences; classes cancelled by the studio for weather, etc. are eligible for make- ups, refunds will not be given
    - The preferred method of payment for monthly tuition is automatic draft from a credit/debit card on file
    - Tuition may be paid by check, credit card or cash by the first of each month, statements are not sent out
    - After the 16th of the month, a $20 late fee will be applied
    - Returned check fees are $32 per incident
    - Tuition is not prorated from September to May and cannot be adjusted monthly due to make-ups
    - Tuition rates cannot be changed month to month, this is a nine month agreement
  - Discount Offers
    - Tuition for student(s) # 2, 3, 4, etc will be reduced by 10%, not the total monthly tuition for all children
    - Tuition pre-payments made by September 15 for the entire 9 months will be reduced by 5%
    - Classes added after the deadline of 9/15 are not eligible for the discount
    - These offers are valid only for the 2017-2018 dance season and are non-refundable
    - No refunds will be given for classes dropped after the payments are made
- **Make-up Classes -** Need to be used within 45 days and may be taken in any class of the same level or a level below
- **Drop Policy** – A 30 day written notice given to the desk attendant is required to avoid further billing and late fees
    - ***Example***: You may not notify me in the middle of any month that your child has not attended class for the past two weeks, so you are not going to pay tuition for that month, this includes the months of December and May
- **Lobby & Parking**
  - Lobby and Waiting Areas **(No Gum is Allowed)**
    - If you need to leave your child unattended, please notify the front desk person
    - ACBH/CBH will not be responsible for unsupervised minors or for personal belongings, anyone causing a disruption in the studio will be asked to leave
    - We know that our infants/ toddlers may be loud, but students enrolled at ACBH need to abide by similar school rules
      - No running, no loud voices, screaming or yelling throughout the studio
      - No playground type of games are to be played while waiting in the studio
      - Please maintain silent while traveling down the hallway to the restrooms as other classes may be in session
    - Please help keep our studio clean, be responsible for your garbage, dance supplies, clothing, food, etc
  - Parking Area
    - Please use extreme caution and watch out for children in our parking lot
    - Please do not park in front of the building directly across from our studio, any other building is fine
    - Any towing costs incurred by any ACBH customers for parking illegally on other properties while attending ACBH will not be paid by ACDH or is employees
- **Recital** – **Friday, May 4, 2018 at the Stafford Center** (tuition must be current to participate)
    - **Costume fee(s) must be paid in full by Dec 1st**
    - **Recital fees must be paid in full by Feb 16th**