



Underground Dance Company

CLASS REGISTRATION PACKET 2017-2018 SEASON

ENROLLMENT:

Enrollment in a class(s) requires a one-time non-refundable registration fee of \$30 Per Dancer or \$45 per household.

Classes	
For Class Descriptions, See UDC's Weekly Studio Schedule	Monthly Tuition Sept. 5, 2017 – May 24, 2018
1 st Class	\$65.00
2 nd Class	\$90.00
3 rd Class	\$110.00
*2017-18 Class Performance fee \$80.00 Due February 1, 2018 2017-18 Performance Fee includes: Costume, Shoes, Music Editing, Stage Lighting, Venue Security, and an electronic copy of the class music track if requested. ***Personal items such as undergarments are not included in this fee.	
Friday Drop-in Hip-Hop Class - \$10.00/visit Teen / Adult Drop-in Hip-Hop Class Single Visit Class Pass - \$18.00 Attend a regularly scheduled class in appropriate age range one time See studio schedule for more details	

TUITION: As follows per student, per season:

Monthly Tuition **will only be pro-rated for new enrollments** after the 1st day of each month. If a student drops a class and wishes to return within the same season (Sept. – May), a re-enrollment fee of \$20 will be assessed. Tuition will not be pro-rated or reduced due to missed classes/practices for any currently enrolled individual.

There are no full or partial refunds on tuition paid. If your child is removed from class(s), you are responsible for the balance of any tuition owed. If you choose to withdraw your dancer from classes you must notify the Front Office in writing to avoid continued billing. We have a form available.

Underground Dance Company, LLC hereinafter called UDC, reserves the right to cancel a class or combine classes with another when enrollment is low.

Additional Class Fees:** Dancers will be required to pay additional fees for items such as Costumes, Shoes, Warm-ups, Etc. (This list is not all inclusive) Please see the Front Office for a detailed list of fees. *Personal items are not included in Fees and will need to be purchased outside of UDC.**

PAYMENT POLICY:

UDC has implemented the following payment policies:

Auto-pay: Auto-pay is required for monthly tuition payments unless prior arrangements are made. The recurring credit card charge authorization form is attached. By utilizing our auto-pay service you avoid missing payment deadlines and the occurrence of late fees. UDC mandates enrollment in auto-pay service if your account becomes, or has previously been over 60 days past due. Account reviews are done semi-annually. If an Auto-pay authorized Credit Card is declined for any reason, a **service fee of \$25.00** will be added to the account in addition to any late fees assessed.

Payments for fees and other costs may be made via cash, check, or credit card. A hand written receipt will be given for all cash payments. A **\$30 fee** will be added for checks returned/refused by your financial institution in addition to any late fees assessed. Additionally, all future payments will need to be made by Credit Card, Cash, Bank Issued Check, or Money Order.

Performance/Costume Fees are due in full no later February 1st, 2018. Please be sure to see UDC's Front Office for details.

Tuition is due on the 1st day of the month. On the 6th, a \$20 late fee will be applied to all outstanding invoices. Accounts that become greater than 15 days past due will be suspended and the dancer will not be allowed to participate. One courtesy notice of account status will be offered via email, phone, or paper note sent home with the dancer. Communication is key here; please see the Front Office with any questions or concerns regarding this.

If an account reaches 60 days past due, UDC will send via USPS Certified Mail, a final notification of account status and require payment within 5 days. Additionally, UDC may enlist the assistance of an outside collection agency to recover the full balance currently due. A minimum \$100 collections admin. fee will be charged for to all accounts sent to collections. Should the costs of outside debt collection be more than \$100, you will also be charged the difference.

If a student is un-enrolled for any reason, or chooses to quit the class, any past due amount will become due in full immediately.

CLASS CHANGES:

Students may not add or change a class without first notifying UDC. Please see UDC's Front Office to make adjustments to your dancer's enrollment.



Underground Dance Company

HOLIDAYS: UDC is closed on the following dates:

Labor Day 9/4/2017
Halloween 10/31/2017
Thanksgiving 11/23 & 11/24/2017
Winter Break 12/23/17 – 1/5/2018

MLK Day 1/15/2018
Presidents Day 2/19/2018
Spring Break 3/12 – 3/16/2018

ATTENDANCE:

When students are late to class, it is disruptive and potentially unsafe if they have not stretched properly. Underground reserves the right to have students who arrive more than 15 minutes late to class, sit out. Repeated tardiness may result in your dancer being removed from routines or dance pieces and in extreme cases, termination of lessons without a refund. No exceptions.

A minimum attendance level is required in order for the student to learn the skills, technique, and choreography being taught. If a student misses more than 4 classes without notice, the studio reserves the right to terminate lessons without a refund. Please inform UDC's Front Office by email or phone if your dancer is not going to attend a class or team practice. Optional private lessons may be available from your child's instructor for an hourly fee. Please see the Front Office to inquire about private lessons and scheduling.

CONDUCT:

UDC expects outstanding behavior from all of its students. Each student's behavior affects the morale and the success of the entire Class. Examples of inappropriate behavior include, but are not limited to: name-calling, harassment (including gossiping and or gestures), disrespecting the dance instructor, bullying other team members, the use of inappropriate language, causing physical harm to anyone, vandalism, property damage, and being under the influence or possession of alcohol, marijuana, and/or other illegal drugs.

If a student's behavior becomes inappropriate, the following procedures will be followed: (Steps may be skipped depending on severity of problematic behavior)

- 1st infraction:** Student will be removed from class and placed in the lobby for the remainder of the class. A verbal warning will be given to the student. The student's file will be noted.
- 2nd infraction:** Student will be removed from class. A conference will be held with the parents to discuss the inappropriate behavior, and a plan will implemented so that the behavior can be avoided in the future. Student's file will be noted.
- 3rd infraction:** Student will be withdrawn from the class. No refund will be given. No Exceptions!

PARENT RESPONSIBILITY:

It is the responsibility of the parent/guardian or adult student to be aware of all studio activities; such as holidays, performance dates and locations, extra classes, and dates the studio is open/closed. **UDC will post notices inside the facility** and at our discretion, send notes home with the student, or through e-mail. It is the parent's responsibility to regularly check with the UDC Staff to ensure they are informed. Information may also be posted on the UDC Facebook page and on our website: www.danceudc.com for your convenience. It is also the responsibility of the parent or adult student to inform the studio of any physical address, telephone number, or e-mail address changes.

UDC has an open door policy and we welcome your concerns, suggestions and comments. However, we ask that each person approach Underground Dance Company Staff in a respectful manner and at an appropriate time.

SAFETY:

WE ARE NOT A LICENSED DAY CARE FACILITY. We are not responsible for students before or after their class/practice time, or after they have exited the studio. Please instruct your child to remain inside at all times. Students should be dropped off 5 min before class and promptly picked up after class, within 15 minutes of class ending. Should a situation arise wherein a student and/or guardian is not complying with this policy, a conference will be held. If the situation is not corrected after the conference or continues intermittently, UDC may terminate lessons without a refund. We understand that things come up possibly leading to delays in picking up your dancer, please call the front office (907-243-3355) and let us know.

LOST AND FOUND:

If any items are found, please turn them into the front office. These items will be placed in a bin/bag/box and held approximately 30 days, at which time all items will be donated to charity. UDC is not responsible for lost or stolen items at any time.



Underground Dance Company

ACKNOWLEDGMENTS

PAYMENT POLICY ACKNOWLEDGMENT:

Auto-pay: Auto-pay is required for monthly tuition payments unless prior arrangements are made. The recurring credit card charge authorization form is attached. By utilizing our auto-pay service you avoid missing payment deadlines and the occurrence of late fees. UDC mandates enrollment in auto-pay service if your account becomes, or has previously been over 60 days past due. Account reviews are done semi-annually. If an Auto-pay authorized Credit Card is declined for any reason, a **service fee of \$25.00** will be added to the account in addition to any late fees assessed.

Payments for fees and other costs may be made via cash, check, or credit card. A hand written receipt will be given for all cash payments. A **\$30 fee** will be added for checks returned/refused by your financial institution in addition to any late fees assessed. Additionally, all future payments will need to be made by Credit Card, Cash, Bank Issued Check, or Money Order.

Class Performance/Costume Fees are due in full no later February 1st, 2018. Please be sure to see UDC's Front Office for details.

Tuition is due on the 1st day of the month. On the 6th, a \$20 late fee will be applied to all outstanding invoices. Accounts that become greater than 15 days past due will be suspended and the dancer will not be allowed to participate. One courtesy notice of account status will be offered via email, phone, or paper note sent home with the dancer. Communication is key here; please see the Front Office with any questions or concerns regarding this.

If an account reaches 60 days past due, UDC will send via USPS Certified Mail, a final notification of account status and require payment within 5 days. Additionally, UDC may enlist the assistance of an outside collection agency to recover the full balance currently due. A minimum \$100.00 Collections Admin. Fee will be charged to all accounts sent to collections. Should the costs of outside debt collection be more than \$100.00, you will also be charged the difference. If a student is un-enrolled for any reason, or chooses to quit the class, any past due amount will become due in full immediately.

***Initial HERE _____

WAIVER:

I authorize Underground Dance Company, LLC. to use photos/video taken of my child while at dance class/practice or dance functions, for marketing and promotional material.

***Initial HERE _____

HOLD HARMLESS AGREEMENT:

In consideration for receiving permission to participate in the classes or teams at Underground Dance Company, LLC, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE, Underground Dance Company, LLC its officers, agents, servants, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or my child, or any of the property belonging to me or my child, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the unusual risks involved and hazards connected with this activity, including but not limited to travel risks, broken bones, sprains, falls, etc. I hereby elect to HAVE MY CHILD voluntarily participate in said activity with full knowledge that said activity may be hazardous to my child and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by my child, or any loss or damage of property owned by me, as a result of my child being engaged in such activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE.

I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

If I have specific requests about which medical facility my child should be transported to in case of an emergency, I am to indicate that request below.

It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Alaska.

***Initial HERE _____

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Payment Policies, Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; acknowledge no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Your signature verifies that you understand and accept the policies, agreements and waiver of Underground Dance Company LLC, and agree to abide by such terms.

Parent/Guardian Signature

Date



Underground Dance Company

CLASS REGISTRATION FORM

2016-2017 SEASON

Student's Name _____ DOB _____ Age _____ M / F _____

Mailing Address _____ City _____ Zip _____

**Primary Contact Telephone Number (Responsible Party) _____ Alternate Number _____

**Primary Contact E-mail Address _____ Alternate E-mail Address _____

Student Cell Phone Number _____ Student E-mail Address _____

Emergency Contact (Name and Number) _____ Allergies (Food/Meds) _____

Name of School Dancer Attends _____ Grade Level _____

Special Notes: _____

How did you hear about Underground? _____

Printed Name _____ Signature of Parent/Guardian*** _____ Date _____

By signing above you indicate you have read and understand this entire document.

Office Use Only

Registration Fee: \$				Class:					
Monthly Tuition: \$				Add'l Class(s):				Notes:	
Class Performance Fee: \$				Add'l Class(s) Tuition: \$					
				Add'l Fees: \$					
Master List	<input type="checkbox"/>	Gmail Contacts	<input type="checkbox"/>	Wave	<input type="checkbox"/>	Wave Recurring	<input type="checkbox"/>		Paid in Full
Initial Payment amount?						Initial Payment Date:			



Underground Dance Company

Dancers Name: _____ **Class/Team:** _____

Recurring Payment (Auto-pay) Authorization Form

Schedule your payment to be automatically charged to your Visa, Master Card, American Express or Discover Card. Just complete and sign this form to get started!

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time, eliminating late charges (even if you're out of town)

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your credit card. You will be charged the amount indicated below each billing period. A receipt for each payment will be emailed to you. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

Please complete the information below:

I _____ authorize **Underground Dance Company, LLC** to charge my credit card
(Full legal name)

indicated on the 1st day of each month (Sept.-May) for payment of **Tuition and/or Fees** for classes/teams during the 2017-18 UDC Season that my child (named above) is participating in.

Billing Address _____ City, State, Zip _____

Email _____ Phone# _____

Credit Card Details

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

First Payment Amount \$ _____ Amount thereafter \$ _____

Cardholder Name _____

Account Number _____

Exp. Date _____ CVV _____ *mail or hand deliver this form

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify **Underground Dance Company** in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. In the case of a Credit Card Transaction being declined, I understand that **Underground Dance Company** may at its discretion attempt to process the charge again within 10 days, and agree to an additional \$25 charge, which will be initiated as a separate transaction from the authorized recurring payment. I certify that I am an authorized user of this credit card account and will not dispute these scheduled transactions with the Credit Card Company; so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE _____

DATE _____