

**2009-2010 • ENROLLMENT • PERFORMING PROGRAM**

Name of Student \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Adult \_\_\_\_\_ or Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Class Name \_\_\_\_\_ Day/Time \_\_\_\_\_ Date of First Class \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work/Emergency Phone) \_\_\_\_\_  
 Parent Name (if student is a minor) \_\_\_\_\_ email \_\_\_\_\_

**Additional Class/Student, if applicable**

Name of Student \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Adult \_\_\_\_\_ or Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Class Name \_\_\_\_\_ Day/Time \_\_\_\_\_ Date of First Class \_\_\_\_\_

**Additional Class/Student, if applicable**

Name of Student \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Adult \_\_\_\_\_ or Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Class Name \_\_\_\_\_ Day/Time \_\_\_\_\_ Date of First Class \_\_\_\_\_

How did you hear about us? Referred by family or friend: \_\_\_ One Family \_\_\_ Register-Guard \_\_\_

Door Hanger \_\_\_ Yellow Pages \_\_\_ Postcard \_\_\_ Flier from School \_\_\_  
 Flier in Mail \_\_\_ Internet \_\_\_ (I am a Returning Student) \_\_\_

We often use candid photos of students in our brochures, publicity releases, and website. Do we have your permission to use your photo? Yes \_\_\_ No \_\_\_

<p><b>TUITION &amp; FEES</b></p> <p>\$ _____ Enrollment Fee (\$25 per student)</p> <p>+ _____ Class Fees</p> <p>+ _____ Show Fee (\$95 per class)</p> <p>\$ _____ Total Amount Enclosed</p>	<p>We accept <b>VISA &amp; MASTERCARD</b></p> <p>Credit Card No: _____</p> <p>Expiration Date: _____</p>	<p><b>FOR OFFICE USE ONLY</b></p> <p><input type="checkbox"/> Enter in Jaekrabbit</p> <p><input type="checkbox"/> Enter in Quick Books</p> <p><input type="checkbox"/> Payment Form</p> <p><input type="checkbox"/> Sale</p> <p><input type="checkbox"/> Process Payment</p>
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**GENERAL INFORMATION**

Completion of the Authorization for Payment form and Signature on Policies and Expectations form are required to complete the enrollment process.

Musical Feet provides two different programs for dance training: a non-performing program that begins anew each term and a ten-month performing program. Signing up for the Performing Program indicates agreement to participate in all three performances, the final one in June at the Hult Center.

Students and Parents are encouraged to fully understand the level of commitment that is required for the performing program (see POLICIES AND EXPECTATIONS form).

The two in-progress performances and the final Hult concert are all held at 7:30 pm. If children are too young to do an evening show, it would be best to enroll them in non-performing classes. Parents, please initial \_\_\_\_\_

*Thank you for choosing  
Musical Feet!*



420 West 12th Ave, Eugene OR 97401  
 541-485-2938 fax 541-762-1110

Visit our website! [www.musicalfeet.com](http://www.musicalfeet.com)



## POLICIES AND EXPECTATIONS • TEN-MONTH PERFORMING PROGRAM

**Enrollment:** A non-refundable fee of \$25 per student is required yearly at time of enrollment.

**Payment of Fees:** After payment of the enrollment fee, the tuition is collected in ten monthly payments, September through June. Show fees (**\$95** per class) are collected on November 15, 2009. *After completion of the Authorization Agreement, the fees are collected from either bank account (checking or savings) or credit card. If the student decides to withdraw from the program before the end of the season, the recurring billing will be dropped after 30 days' notice.*

**Show Fees:** A show fee of **\$95** per class of enrollment is collected on November 15, 2009. Students participate in two in-progress performances (winter and spring) and a final fully-staged concert at the Hult Center in June. There will be no refunds of show fees, even if the student withdraws from classes, and the school is not required to provide the costume to a student who does not perform in the final concert .

**Withdrawal and Refunds:** Withdrawals will not be accepted for the month of June nor for the first month of enrollment. Withdrawal is not considered official until the paperwork is submitted. To withdraw from classes, a parent or adult student must:

- (1) inform school administration and
- (2) complete a Withdrawal Form provided by the school office.

Upon submitting the completed withdrawal, the regular billing will be dropped after 30 days. There are no refunds issued for the enrollment fee or show fees. If the School cancels a class for the remainder of the season, a refund of all unused classes will be issued. No other refunds or credits are provided. **Official written withdrawal must be submitted by the deadline before collection of payment is stopped.**

**Dress Code:** 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 the 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. It is also required that hair be secured off of face during dance classes.

**Attendance and Lateness:** The school reserves the right to have students who arrive late to class sit out the class.

**Missed Classes and Make-Up Classes:** Students are expected to maintain regular attendance throughout the season, missing only when ill or for family emergencies. Missed classes can be made up in another class; consult teaching staff for recommendation. Make-ups remain eligible for a maximum of six months after the absence, and the student must be currently enrolled in a class. (See also section about **Eligibility for Performances**, below.)

**Care of Students:** The school is not responsible for before or after class care of students. Parents with students under the age of 12 are expected to supervise their children until the teacher begins class and to pick them up immediately upon the end of class. Students under 18 are not to be left at the school for excessive time before or after classes.

**Responsibility of Students and Parents to be Aware of Important Dates and Events:** It is the responsibility of the parent or adult student to be aware of all school activities, including viewing days, rehearsals, performances, and the dates the school is open and closed. The school will post notices of the dates and provide copies of the school's calendar of events. It is the responsibility of students and parents to ensure they are informed of any changes to the schedule by regularly checking the bulletin board and reading the newsletters ("Feetnotes") that are sent home and available in the school hallway and on the school website ([www.musicalfeet.com](http://www.musicalfeet.com)).

**Injuries:** Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal class activity or any other activity conducted by the students before, during, or after class.

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

**Eligibility for Performances:** Students are required to maintain regular attendance in classes and rehearsals in order to be eligible for the performances. If a student misses more than 4 weeks of classes after February 1<sup>st</sup> and/or misses one of the showcase performances, the student might be declared ineligible to perform in the final concert.

I have read and understand the above policies and procedures and agree to abide by them.

\_\_\_\_\_

Date

\_\_\_\_\_

Student Name (please print)

\_\_\_\_\_

Signature of Parent or Adult Student



Authorization for Payments

Student Name \_\_\_\_\_

Class(es) of Enrollment \_\_\_\_\_



Check One of Four Option Boxes Below:

Option 1  
Bank Account  
Debit

( ) Checking Account

( ) Savings Account

Attach Voided Check Here

Option 2  
Credit Card  
Debit

I hereby authorize Musical Feet to initiate debit entries to my

( ) Visa ( ) Mastercard

Write Account # here: \_\_\_\_\_

Option 3  
Advance Payment  
for Season

( ) By choosing Option 3, I prefer to pay for the entire season in advance.  
I understand that there are no refunds for any part of this amount paid,  
for any reason.

Option 4  
Post Dated Checks  
for Season

( ) By choosing Option 4, I prefer to pay the tuition with eleven post dated  
checks: Ten tuition checks dated the 1st of each month, September  
through June, and one check dated November 15th for the show fee.

I understand that my account will be charged monthly on the 1st day of the month in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_ consecutive months, September through June. The show fee of \$95 per class of enrollment will be due on November 15, 2009: \_\_\_\_\_ classes x \$95 = \$ \_\_\_\_\_ . I understand that this authorization is to remain in full force and effect through the transaction of June 2010. If I need to terminate this arrangement, I can do so with thirty (30) days' notice. A withdrawal must be in writing and will not be accepted for the month of June, nor for the first two months of enrollment. **There is a two-month minimum commitment required for enrollment at Musical Feet.**

I further understand that any chargebacks or NSF returns will be automatically charged a \$25 fee, plus bank charges. More than one chargeback will result in being ineligible for autopay and require all fees to be paid in advance.

Date: \_\_\_\_\_ Signed by (Adult) \_\_\_\_\_ Print Name \_\_\_\_\_