

Welcome to Springfield Dance!

We look forward to teaching you or your child this season. We do our best to make our studio superior to the others in the area by providing expert instruction in a fun and creative environment. I try to keep open communication between the parents and the instructors to make sure you are having an enjoyable experience with us. In order to do this, we must have at least one email address on file for you. Please keep this information up to date through the office or the online system.

Please use our online system to keep track of your account. Checks are posted to the account in a timely manner, but I do make mistakes, so it is important that you check to make sure everything has been credited properly. Auto pay is a convenient way for you to pay your tuition each month. If you are not currently enrolled in the program, but wish to be, please let me know so that I can get that set up for you. If you were enrolled but no longer wish to be, please let me know so I can remove that from your account. Please review our financial policy (listed below) to avoid confusion in the event of changes or cancellations.

Please sign the bottom portion of the Acceptance of Policy and the Release documents and bring them to the studio by the first class. Students will be unable to participate until this information is turned in to the office. Thank you again for choosing Springfield Dance.

Ronda Brinkman
Director

RELEASE OF LIABILITY

READ CAREFULLY - THIS AFFECTS YOUR LEGAL RIGHTS

In exchange for participation in the activity of Classes organized by Springfield Dance ("Studio"), of 5531 International Parkway, Springfield, Illinois, 62711 and/or use of the property, facilities and services of Studio, I agree for myself and (if applicable) for the members of my family, to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by Studio, or the employees, representatives or agents of Studio.
2. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury to myself and (if applicable) my family members, and further release and discharge Studio for injury, loss or damage arising out of my or my family's use of or presence upon the facilities of Studio, whether caused by the fault of myself, my family, Studio or other third parties.
3. I agree to indemnify and defend Studio against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family's use of or presence upon the facilities of Studio.
4. I agree to pay for all damages to the facilities of Studio caused by my or my family's negligent, reckless, or willful actions.
5. I consent to the participation of my child, _____ in Classes at Studio, and agree on behalf of the above minor to all of the terms and conditions of this Agreement. By signing this Release of Liability, I represent that I have legal authority over and custody of _____.
6. Any legal or equitable claim that may arise from participation in the above shall be resolved under Illinois law.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

Dated: _____

Signature: _____

Name: _____

List of Alternative people that are authorized to pick my child up from class:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Acceptance of Studio Policies and Procedures

- Payments are due the first lesson of the month.
- A **\$5 late fee will be charged if tuition is not received by the 10th of the month.** *unless prior notification is given to drop a class.*
- **THERE WILL BE NO REFUNDS ONCE TUITION HAS BEEN PAID AND NO CREDITS FOR MISSED CLASSES.**
- All drops and class changes must be made in writing by filling out an add/drop form at the studio. (Please do not give notification to the teacher, as our instructors are not responsible for doing any of the billing) This drop must be acknowledged by the director in writing or in person.
- All drops/changes **MUST** be made before the first of the month, or you are responsible for paying for that month.
- Make-up lessons may be arranged by enrolling in a make-up class online.
- A \$20 fee will be charged for returned checks
- **ONCE RECITAL FEES HAVE BEEN PAID, THERE WILL BE NO REFUNDS.**
- Make checks payable to Springfield Dance
- If you pay for the entire year by cash or check before classes begin, you will also receive a \$20 discount.
- Please follow all parking guidelines. Enter the studio through the South entrance and exit through the West exit in the front or the back. **DO NOT BLOCK ENTRANCE OR DRIVE TO THE BACK.**
- Please do not park in grass.

I have read and understand the above Policies and Procedures. Please sign and return to the studio with the Release.

Doing so indicates that you understand the drop and payment policies.

Parent/Guardian Name

Date

Student Name

Change of Class/Drop Class Form

Student Name:

Date:

Class(s) Dropping

Class Name:

Class Day/Time:

Class Name:

Class Day/Time:

Class Name:

Class Day/Time:

Class Name:

Class Day/Time:

Class(s) Adding

Class Name:

Class Day/Time:

Class Name:

Class Day/Time:

Class Name:

Class Day/Time:

Class Name:

Class Day/Time: