

# School of RICHMOND BALLET

## Registration Form 2009-2010

### **CONTACT INFORMATION:**

Student's Name: \_\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ M / F

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

\_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_--\_\_\_\_\_ Cell (if applicable): ( ) \_\_\_\_\_--\_\_\_\_\_

Mother/Guardian Name: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_--\_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_--\_\_\_\_\_

Email address: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_--\_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_--\_\_\_\_\_

Email address: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Sibling Name(s) *if enrolled at the School of Richmond Ballet.*

\_\_\_\_\_

### **REGISTRATION INFORMATION:**

Class Name(s) and Course #(s): \_\_\_\_\_

\_\_\_\_\_

*\*Please note: Registration is processed on a first-come-first-served basis, and classes fill quickly. We cannot guarantee class availability.*

### **PAYMENT INFORMATION: Please read financial information on reverse side before completing**

Tuition amount: \$ \_\_\_\_\_ (full amount) Check #: \_\_\_\_\_

2nd Student discount\*: \$ \_\_\_\_\_ (- 25%) Credit Card #: \_\_\_\_\_

*\*Applied to lesser tuition amount\**

Registration Fee: \$ \_\_\_\_\_ (new students) Security Code #: \_\_\_\_\_ (on back of card)  
*\$20.00 Children's / \$40.00 Lower, Middle, Upper*

Processing Fee: \$ 20.00 (If payment not made in full) Visa Mastercard Amex Discover

Total Fees Due \$ \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_  Yes, Please charge my credit card on the 1<sup>st</sup> of every month that a quarterly payment is due.  
Do not check this space above if you would like to receive a bill every quarter

Remaining Balance: \$ \_\_\_\_\_ Signature: \_\_\_\_\_

To be paid in quarterly installments as listed in the Financial Information

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Please complete the Registration Form, Release of Claims, AND Financial Information Form before returning\**

Registration form and 1st payment must be received to be enrolled in any class.

To register, please mail/fax form with check or credit card information:

407 East Canal St. Richmond, VA 23219 Fax: (804) 344-0902



## Financial Information

### Annual Registration:

1. There is a non-refundable fee for each NEW student entering the school: \$20.00 for Children's Division, \$40.00 for Lower Division. Returning students within two school years are not required to pay a registration fee.
2. Registration must be completed prior to any student's entrance into class.

### Tuition Payment:

1. **Upon registration all students and their parents/legal guardians make the commitment to pay the agreed upon full year's tuition whether they remain enrolled in the program or not. Tuition is non-refundable except in the case of a serious illness or injury documented by a doctor's explanation, or family relocation (please see Withdrawal Policy below).**
2. School of Richmond Ballet tuition is set at affordable, competitive rates. If the student is registering for one semester (Children's Division only) the tuition is to be paid in full for that semester at the time of registration (refer to "Semester Tuition" rates on SRB class schedule). Students enrolled for the full year can pay their tuition in full at the time of registration, or in four installments. The first installment is due at the time of registration. Those who choose to pay in installments will receive bills for subsequent payments, unless a request is made for automatic billing by credit card as listed on the registration form. There is a \$20.00 annual processing fee due with the first payment, PER STUDENT, for the quarterly payment option, which will automatically be applied to your account. **Selecting the quarterly payment option does not lessen the legal commitment to pay the full year's tuition.** The quarterly payment schedule is as follows:
  - 1<sup>st</sup> Payment – Due at time of registration
  - 2<sup>nd</sup> Payment – Due November 1, 2009
  - 3<sup>rd</sup> Payment – Due February 1, 2010
  - 4<sup>th</sup> Payment – Due April 1, 2010

### Late Fee(s) and Delinquent Accounts:

A \$20.00 late fee will be charged each month for as long as you are delinquent in your payments. When you bring the payments up to date, we will stop charging a late fee. Payments that fall in arrears may jeopardize your child's participation in the School of Richmond Ballet. In cases where students default on financial obligations, the primary billing contact is liable for the outstanding balance and any collection costs and/or legal fees incurred by the School of Richmond Ballet during the process. When using the automatic payment option, it is the responsibility of the payee to notify the School of Richmond Ballet of changes to the credit card on file. If financial difficulties arise, please call Sarah Ferguson, Education Administrator, at (804) 344-0906, ext. 239.

### Withdrawal Policy: WRITTEN NOTICE OF INTENT TO WITHDRAW MUST ACCOMPANY ALL WITHDRAWALS.

**Lower, Middle, and Upper Division:** A \$50.00 withdrawal fee will be charged for all withdrawals before October 5<sup>th</sup>, 2009, and the student will be exempt from finishing payment for the 2009-2010 school year. A refund of the students' current balance less the time enrolled in class and the \$50.00 withdrawal fee will be issued. **Any student withdrawing after October 5<sup>th</sup>, 2009 will be held responsible for the full tuition amount for the 2009-2010 school year, even if paying the quarterly amount.**

**Children's Division:** Students in the Children's Division will be held responsible for payment for all classes prior to the time of notification of withdrawal, and will be charged a \$25.00 withdrawal fee.

In the case of illness or injury (as documented by an attending physician) or family relocation, a refund will be issued for any amount paid for classes not taken by the student.

**All withdrawals are effective as of the date on which the Administration Office is notified;** *informing your child's teacher is NOT considered a formal notification of withdrawal. A formal notification in writing must be submitted to Sarah Ferguson, Education Administrator. In cases when notification is received after a student stops attending class, the billing contact will still be held liable for tuition due for classes between the last attended class and the effective date of withdrawal.*

### Financial Assistance:

Limited Financial Assistance is available to students enrolled in the Middle and Upper Levels. To qualify, students must demonstrate financial need, a high level of commitment, and significant talent as evaluated by the program's director and teachers. Students wishing to apply for assistance must complete a Financial Aid Application along with supporting documentation, and turn it in with their registration form and initial minimum required payment (1<sup>st</sup> quarter). If aid is granted, any overpayment will be refunded. Your Financial Aid Applications can be requested from Sarah Ferguson, Education Administrator.

**I have read the above financial information highlighting registration, tuition, and payment information. I am aware of the stipulations that accompany the quarterly payment option, which Richmond Ballet provides as a courtesy, and I agree to pay all money due on the dates as listed above. I further understand that if any account becomes 30 days overdue, the account may be turned over to a collection agency and that, except in the case of illness or injury, or family relocation, I am committed to pay the full year's tuition.**

Signed: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*If you would like to reference this information after your registration has been turned in, please see the Payment Information on the School of Richmond Ballet page online at [www.richmond ballet.com](http://www.richmond ballet.com), or call (804) 344-0906 x 228.