

# 2021-2022 REGISTRATION FORM

www.broadwayopenstage.com info@broadwayopenstage.com 985-307-0043



## ACCOUNT INFORMATION *(Please complete all information below.)*

Primary Contact/Guardian (Last, First)

Primary Contact Phone

Mailing Address (Street, City, State, Zip)

Primary Contact Email address



Source: *How did you hear about us?*

- Facebook  
  Google Search  
  Website  
  Camper  
  E-mail  
  Postcard  
  Drive-By/Sign  
 Friend/Other:

*(Please write name/source)*

Alternate/Guardian #2 Name (last, first)/Email

Alternate/Guardian 2 Contact Phone

EMERGENCY CONTACT (other than parents/guardians)

EMERGENCY CONTACT Phone

Primary Physician/Phone

Student #1: Name/DOB/Classes/Lessons

Student #2: Name/DOB/Classes/Lessons

Student #3: Name/DOB/Classes/Lessons

Medications/Special Needs/Allergies?

Medications/Special Needs/Allergies?

Medications/Special Needs/Allergies?

## TUITION & FEES *(Prices per month)*

Monthly Tuition Charges: (based on # of classes & discounts) - FOR STAFF

Private Lessons: *(rates vary)*

Please circle:   Acting/MT   Guitar   Piano   Voice   Dance

30 min session

45 min session

60 min session

TUITION PAYMENT TYPE	TUITION PAYMENT METHOD	COSTUME/SHOWCASE FEE PAYMENT METHOD
<input type="checkbox"/> #1: Monthly <i>Tuition debited 1st Oct-May</i> <input type="checkbox"/> #2: Fall Only PIF <i>(10% off) - Aug. 30-Nov. 20</i> <i>Paid in full at registration</i> <input type="checkbox"/> #3: Fall/Winter <i>(10% off) Aug. 30-Mar. 31</i> <i>Paid in full at registration</i> <input type="checkbox"/> #3: Fall/Winter/Spring <i>(10% off) Aug. 30-May 31</i> <i>Paid in full at registration</i>	<input type="checkbox"/> #1: Checking Account <i>(attach voided check)</i> <input type="checkbox"/> #2: Credit/Debit Card <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> #1: Use payment method on file  Cardholder Name: _____ Card Number: _____ Exp. Date: _____      CVV: _____	<input type="checkbox"/> #1: Same as Tuition <input type="checkbox"/> #2: Alt. Checking Account <i>(attach voided check)</i> <input type="checkbox"/> #3: Alt. Credit/Debit Card <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> MC <input type="checkbox"/> Visa  Cardholder Name: _____ Card Number: _____ Exp. Date: _____      CVV: _____

### Please read over and sign below:

- I have read and agree to abide by all BOSS policies regarding tuition, late fees, costumes, attendance, & dress code.
- I hereby authorize Broadway Open Stage Studio, LLC to charge my account tuition and/or costume fees as I have indicated above either on the 1st of every month beginning in October and ending in May if paying monthly, OR in September or upon registration if paying in full. I understand that I may cancel or withdraw at any time by providing written notice by the 14th of the previous month.
- I understand BOSS reserves the right to refuse instruction if parties are unable to follow the studio policies & procedures.
- I understand BOSS reserves the right to cancel a class based on its enrollment and/or reschedule, combine, cancel, or provide a substitute as needed.
- I understand that participating in a studio program involves risks and injuries and that BOSS will not be held responsible for risks or injuries that may occur when participating in studio programs.
- I understand that I must provide information on my child or children's medical information relevant to participation in studio activities, and that and provide a secondary emergency contact in the event of a medical emergency.
- I allow BOSS to use my child's name or photographic likeness in all forms for potential advertising, media, or other lawful purpose.

Parent signature

Printed Name

Date

Registration forms can mailed or dropped off to

**Broadway Open Stage Studio,**  
**124 Longview Dr, Ste 13,**  
**Destrehan, LA 70047**

## STUDIO POLICIES AND PROCEDURES

### FEES & PAYMENTS

Tuition rates are based on the full studio year (September-May) and divided into nine equal monthly installments and must be paid via automatic bank debit or credit card using your preferred payment method information on file and are subject to a 3% convenience fee.

- Monthly installments are billed on the 1st of every month, from October through May.
- Yearly tuition is billed on September 1st, Semester is billed on Sept 1st and Jan. 1st.

### OTHER FEES

- **COSTUME FEES:** A one time payment will be automatically drafted using your billing information on file on November 15 for fall enrolled students, or February 15 for winter enrolled students. Class costume fee rates are listed on our studio schedule. Students electing not to participate in a class Showcase number will not be charged this fee.
- **SHOWCASE FEES:** A one time payment will be automatically drafted using your billing information on file February 15 if not paid in full when registering. Fees are based on the cost of the Showcase venue. Payments can be made in whole or in part prior to February 15th with our front desk.
- Any outstanding fee balances after Feb. 15 will be automatically charged using the billing information on file. Fee payment reminders will be emailed prior to payment date.
- As a convenience, Broadway Open Stage Studio is able offer the option for miscellaneous charges (merchandise, events, camps, waters, etc.) to be debited from your account information on file at your request by phone or in person.

### DISCOUNTS

- Multi-Class discounts are available and recommended for students wishing to advance their training and skills ranging from 10-25% off. Please see our Class Schedule for these rates.
- 25% off class tuition for technique or tumble classes when students co-enrolled in a dance class
- 10% off tuition for full yearly payment and 10% off tuition for semesterly payments.
- 10% off total tuition for family guardians working for the government, including firehouses, police departments, school boards, or members of the military. May be used with other discounts.
- BOSS will tuition price match when transferring from another studio with documentation.

### LATE PAYMENTS

If we are unable to process payments, a \$10 fee will be charged for the 1st month, and \$15 the 2nd+ month. Accounts with past due balances over 90 days may be sent to collections.

### UPDATING PAYMENT INFO

If you need to update the electronic payment method on file, you authorize the studio to use the new method for auto-payments. This may be done online via the parent portal or in-studio.

### AUTOMATIC COLLECTION AUTHORIZATION

Because payments are made electronically, you are authorizing Broadway Open Stage Studio to perform an electronic funds transfer or debit from the authorized account listed on your registration form or updated account information on file for any payments due. All payments are subject to a 3% fee.

### REFUNDS/CREDIT ON ACCOUNT

If a class is cancelled due to low enrollment, BOSS will issue a full refund to the account payment method. If a student's request to change classes results in a lower tuition fee, an account credit will be issued. Annual membership (registration), costumes, and showcase fees, and pay-in-full tuition payments are non-refundable.

### RESCHEDULING/SUBSTITUTION/WEATHER/UNFORESEEN CIRCUMSTANCES

BOSS reserves the right to reschedule or combine classes, or provide a substitute as needed or to cancel classes not able to be conducted for any reason including, but not limited to weather, teacher absence, or government advisory. In the event of an unforeseen class interruption, every effort will be made to make-up the class if and when possible. Class cancellations will not be refunded for these reasons.

### ADD/DROP/WITHDRAW FROM CLASS

A student may add or drop classes, or withdraw from the studio at any time. Written notice (add/drop form or email) must be provided to BOSS 14 days prior to the next month to avoid future tuition charges. There are no partial refunds for year/semester payments.

TO ADD A CLASS you must: Contact the studio and notify us of your request via phone, email, or in person at the studio. The first month's tuition will be prorated based on the student's class start date and class tuition. Tuition rates will be updated to reflect the class change and take effect the next billing cycle.

TO DROP/WITHDRAW FROM THE STUDIO you must: Contact the studio and notify us of your request to drop/withdraw in writing via email or complete the STUDIO ADD/DROP/WITHDRAW FORM in person at the studio no later than the 14th of the month. Any emails/forms received after the 14th of the month deadline will incur monthly tuition charges for the next month and/or any future months until the notice/form is received in writing. Please note, the account holder is responsible for any account charges or fees incurred through the last day of the month regardless of attendance.

### COMMUNICATIONS

BOSS offers several forms of communication to keep families informed.

- Monthly notifications via email, Facebook, and our website
- Studio Policies and Procedures distributed at registration
- A Showcase Handbook for everything Showcase related distributed prior to showcase
- Parent/Teacher conferences upon request
- Front Desk staff to answer questions

### ATTENDANCE

As the nature of group classes require both individual practice and collaboration, regular class attendance is vital for student and group success. Families should make every effort to have students attend each class.

- Planned absences should be communicated to the studio prior to class whenever possible.
- Any missed classes can be made up by attending a similar class through March 15.
- Students who miss more than 2 classes in the 8 classes preceding Showcase may be deemed ineligible to participate in at the studio's discretion. If a teacher's schedule permits, students may make up missed classes by booking a private lesson with their instructor. Showcase and costume fees are non-refundable.

### DRESS CODE

At BOSS, we believe in promoting discipline consistency through the arts. Our mandatory dress code is an extension of this philosophy and will be strictly enforced 2-3 weeks after a student enrolls.

- Please see our class schedule and/or registration packet for class dress code requirements
- In order to comply with class dress code requirements, all female tumbling students in need of a BOSS leotard will be charged a \$35.00 fee at registration. Students will be fitted in class for leotards and should wear tumbling leotards or similar until their order is received.

### VISITORS & THE STUDIO

- Parents will be invited to view students during the last 15 minutes of class on specific dates.
- Please conduct observations quietly and with cell phone ringers/volume off.
- Video recording is permitted during observations only with the instructor's consent.
- Due to studio spacing, we ask families to limit the number of visitors
- There is no food or eating allowed in the dance studio.
- Students should arrive 5-10 minutes before class and be picked up no later than 5-10 minutes after class, with the reception area remaining quiet, and clean.

### SHOWCASE PARTICIPATION

We will end our year with a Spring Showcase as a demonstration of our student's progress. Though encouraged, participation is not required. If students elect to participate, they must attend the mandatory rehearsals prior to the performance. March will be the last month of classes for non-participating students if their class performs as April and May will be dedicated solely to showcase preparations.

### WAIVERS

I understand I must sign a liability waiver to be eligible to participate in classes. The studio requests permission to take photographs of students for use that may include ad/promotional items in print or social media.

## WAIVER OF LIABILITY

1. The parent(s) and/or legal guardian(s) will instruct the minor participant that prior to participating in the below dance activity or event, he or she should inspect the facilities and equipment to be used, and if he or she believes anything is unsafe, the participant should immediately advise the officials of such condition and refuse to participate. I understand and agreed that, if at any time, I feel anything to be UNSAFE, I will immediately take all precautions to avoid the unsafe area and REFUSE TO PARTICIPATE further.
2. I/WE fully understand and acknowledge that:
  - a. There are risks and dangers associated with participation in Dance events and activities which could result in bodily injury, partial and/or total disability, paralysis and death.
  - b. The social and economic losses and / or damages, which could result from these risks and dangers described above, could be severe.
  - c. These risks and dangers may be caused by the action, inaction or negligence of the participant or the action, inaction or negligence of others, including, but not limited to, the Releasees named below.
  - d. There may be other risks not known to us or are not reasonably foreseeable at this time.
3. I/WE accept and assume such risks and responsibility for the losses and/or damages following such injury, disability, paralysis or death, however caused and whether caused in whole or in part by the negligence of the Releasees named below.
4. I/WE HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE, the dance facility used by the participant, including its owners, managers, promoters, lessees of premises used to conduct the dance event or program, premises and event inspectors, underwriters, consultants, and others who give recommendations, directions, or instructions to engage in risk evaluation or loss control activities regarding the dance facility or events held at such facility and each of them, their directors, officers, agents, employees, all for the purposes herein referred to as "Releasee"...FROM ALL LIABILITY TO THE UNDERSIGNED, my/our personal representatives, assigns, executors, heirs and next to kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES OR DAMAGES AND ANY CLAIMS

OR DEMANDS THEREFORE ON ACCOUNT OF ANY INJURY, INCLUDING BUT NOT LIMITED TO THE DEATH OF THE PARTICIPANT OR DAMAGE TO PROPERTY, ARISING OUT OF OR RELATING TO THE EVENT(S) CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE RELEASEE OR OTHERWISE.

5. I/WE HEREBY acknowledge that THE ACTIVITIES OF THE EVENT(S) ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. Each of THE UNDERSIGNED also expressly acknowledge that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.
6. EACH OF THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the law of the Province or State in which the event is conducted and that if any portion is held invalid, it is agreed that the balance shall, notwithstanding continue in full legal force and effect.
7. On behalf of the participant and individually, the undersigned partner(s) and/or legal guardian(s) for the minor participant executes this Waive and Release. If, despite this release, the participant makes a claim against any of the Releasees, the parent(s) and/or legal guardian(s) will reimburse the Releasee for any money which they have paid to the participant, or on his behalf, and hold them harmless.
- 8.
9. I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Dance School: BROADWAY OPEN STAGE STUDIO, LLC. (B. Dodson)

Participant Address \_\_\_\_\_

Participant/Parent or Guardian Signature (if minor) \_\_\_\_\_

Printed Name of Participant \_\_\_\_\_

Received by Brittany L. Dodson