

# RHYTHM 'N' DANCE POLICIES

## REGISTRATION:

- ◆ **Classes are ongoing.** We will continue to take your child into our classes unless we are directly notified by the parents or legal guardian in writing via our e-mail address below.
- ◆ **A 30 day notice to drop** is required in writing via E-Mail, **before** the month in question. You are still responsible for the full tuition amount for the 30 days following e-mail notice. We require date and time stamp confirmation that e-mail provides to properly give an accurate drop date for your final bill! **Notifying your school's director, principal, teachers or a written note or phone message will not be accepted for drop notices, you must contact us directly at: [admin@rndacademy.com](mailto:admin@rndacademy.com).**
- ◆ After signing up, you are financially responsible for all classes offered to your child whether in attendance or not.
- ◆ Classes are held once a week. Months consist of 4 classes.
- ◆ We will schedule make-up classes when a class is missed if our teacher is out sick. You will be notified in writing of the make-up day and time in advance.
- ◆ *Rhythm 'n' Dance will be closed for three weeks out of the regular school year: one week in December, January & April, you will still be required to pay for these months in full.*
- ◆ Rhythm 'n' Dance is closed for 4 weeks during the summer: the first 3 weeks of August through Labor Day. Please pay your normal tuition unless otherwise notified in advanced. Some Schools have earlier restart dates.
- ◆ Classes will be cancelled in the event of bad weather conditions OR unforeseen school events or natural disasters and fires that directly effect where classes are held. Classes cancelled due to inclement weather or natural disasters and events will be forfeited.
- ◆ Refunds or make-up classes are not given for individual absences or Major Holidays.

## TUITION:

- ◆ Payments are due on the 1st of each month.
- ◆ There is a late fee for all payments received after the 5th of the month. If paying after the 5th, include a \$10.00 late fee with your payment. An additional late fee will apply for each month tuition is not paid, that means if you are 3 months behind that's 3 separate late fees equaling \$30.00 each month balance is not paid in full.
- ◆ We accept checks, travelers checks, cash, money orders, and credit/debit cards (via on-line or auto-pay). For more information paying with a credit/debit card, please visit [www.rndacademy.com](http://www.rndacademy.com). *A 4% service fee applies!*
- ◆ **Please use the On-line Payment section when paying with a credit or debit card! A 4% service fee applies!**
- ◆ We do not prorate unless you are signing up mid month. Vacation notices must be submitted in writing to or e-mailed BEFORE the month in question. *If your child is absent, the class is forfeited. There is a 2 week max on Vacations.*
- ◆ Make all checks payable to Rhythm 'n' Dance or RnD Academy.
- ◆ Rhythm 'n' Dance will make **no refunds**, this includes single classes missed by students as well as early drops or school Holidays. Refunds will only be given if Rhythm 'n' Dance decides to withdrawal from classes.
- ◆ In the event tuition or money is paid and received for services and/or classes without the proper registration form or consent form, payment and signature on payment will serve and be recognized as consent of students enrollment. Parent or guardian will automatically assume responsibility for all policies and cost incurred once said payment or money is received unless otherwise specified in writing with the payment whether it be cash, check, credit card or money order.
- ◆ There is an annual registration fee of \$20.00 per child due upon initial registration and then every September.
- ◆ There is a Bounced Check Fee, Stop Payment Fee or Return Item Fee of \$35.00 per check.
- ◆ There is a \$35.00 decline fee for each CC charge attempt. Credit Cards are run twice before a different payment method will be required to resolve any outstanding balance.

## COMMUNICATION:

- ◆ All students must have a current e-mail address on file! All updates, notices, reminders and other correspondence to the parents are mostly done through e-mail, late notices are initially left at your child's school.
- ◆ Rhythm 'n' Dance sends out a bi-monthly e-mail to all RnD families. Please notify us immediately if you are not receiving these e-mails. Please add us as a contact so our e-mails are not sent to spam!
- ◆ All correspondence with Rhythm 'n' Dance must be made by calling our **voicemail** at (949) 429-0196, writing to us at the address below, or by e-mail (with the exception of Drop Notices, those must be done through E-Mail notice ONLY - 30 days in advance.)

**PLEASE DO NOT LEAVE MESSAGES WITH YOUR SCHOOL'S DIRECTORS, PRINCIPALS or TEACHERS.**

We do not take or accept messages left for us at the schools. You must contact us directly.



Rhythm 'n' Dance Academy  
2500 East Imperial Hwy. #149A-322  
Brea, CA 92821  
[admin@rndacademy.com](mailto:admin@rndacademy.com)  
(949) 429-0196



# R'n'D Academy

## DANCE, MOVEMENT & GYMNASTIC CLASSES

### HELD AT THIS SCHOOL!



New students can join Anytime!

*Classes are ongoing & conveniently held on*

## Wednesdays

### (949) 429-0196

# R n D R E G I S T R A T I O N F o r m

Please fill out ALL fields of the form.

Rhythm 'n' Dance has been teaching Pre-School & K-12 students the performing arts for years! All of our classes are designed for and open to boys and girls. Students can take our classes right in their own school!

*Call us now for more information!*

- ◆ Stylized movement in Jazz
- ◆ Technique in Ballet and Tap
- ◆ Stretch & Strengthen Classes
- ◆ Game exercises utilizing props!

### Discounts

- ◆ Family discount  
90.00/Month  
for 2 children
- ◆ Employee Discount  
for school staff  
\$44.00/Month

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

Students Birth Day: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\*E-mail address is required to be notified for make-up classes, reminders and other important communications!

Mothers Cell: (\_\_\_\_) \_\_\_\_\_ Fathers Cell: (\_\_\_\_) \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Emergency #: (\_\_\_\_) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Primary Account Holders Name: \_\_\_\_\_

I have read, understand agree to follow the business policies of Rhythm 'n' Dance Academy (reverse). I hereby release and discharge Rhythm 'n' Dance and it's members from all actions, claims, demands and all liability from injury or damage resulting from my child's participation in this activity:

X \_\_\_\_\_

**Send all payments: RnD Academy 2500 E. Imperial Hwy. Suite 149A-322, Brea, CA 92821  
OR leave in the RnD Payment Box in the Directors Office.**

Check payment option below, add the registration fee and total the first months payment. Mail in payment with this completed form to our Brea P.O. Box to complete registration.

**A 30 day e-mail drop notice is required to drop from our program: [admin@rндacademy.com](mailto:admin@rндacademy.com)**

E-mail drop notice is required regardless of payment amount or payment method.

1 Student: Monthly Payment \$48 \_\_\_\_\_ 1 Students: 9 Month Payment \$432 \_\_\_\_\_

1 Student: 6 Month Payment \$288 \_\_\_\_\_ 1 Student: 12 Month Payment \$576 \_\_\_\_\_

**PLUS Annual Registration Fee Per Child: \$20.00 X \_\_\_\_\_ = \$ \_\_\_\_\_**

**Total enclosed: \_\_\_\_\_**

**Check one for Credit Card Payments Only:**  First Month Tuition  Monthly Tuition Payment (AutoPay)

*Please note: There is a \$35.00 decline fee that applies to all declined charges, regardless of reason .*

Credit Card #: \_\_\_\_\_

Exp: \_\_\_\_\_ SPC# \_\_\_\_\_ CC Billing Zip Code: \_\_\_\_\_

Signature (for CC orders only) \_\_\_\_\_

Cardholder agrees to perform the obligations set forth in the cardholder's agreement with the Issuer.

Visa, MC, Discover and AMEX accepted \*4% Service Charge applies to all CC charges.

*Creative Movement, Tumbling & Combination Dance Classes*

**Class Day: WEDNESDAYS**

**Class Time: 10:00 - 10:30**

## How to Sign-Up for our classes!

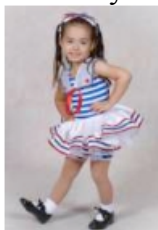
- ◆ Fill out Registration Form completely. One form can be used for 1-2 students. For 3 or more students please use additional forms.
- ◆ Read, understand and agree to our Polices located on the back side of the form by signing the registration form.
- ◆ Check off the payment section for monthly or multi month payment options in which you choose to pay for classes. *\*Note: payment amount does not reflect registration in our classes.*
- ◆ Add the \$20.00 annual registration fee for each student that is enrolling.
- ◆ Total the tuition and registration fee and mail the total payment along with the completed signed registration form to our P.O. Box to complete Registration!
- ◆ We require a 30 day e-mail drop notice to drop from our program regardless of payment amount. Written notices mailed to us or left at the school as well as voice mail messages are not accepted. We have one registration policy as well as one drop policy.

You should receive a bi-monthly e-mail soon after!

*(please see all policies on back)*

**See improvement in your child's:** ◆ Balance ◆ Rhythm ◆ Motor Skills ◆

◆ Flexibility ◆ Coordination ◆ Self-Esteem ◆ Health ◆ Posture ◆ Social Skills ◆



Visit our website at: [www.RnDacademy.com](http://www.RnDacademy.com)