



Sonoma Ballet Conservatory  
School Program Registration Form

**BILLING CONTACT INFORMATION**

Name of Person Responsible for Tuition Payments: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Mailing Address (if different from Student): \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_

**AUTO-PAY REGISTRATION**

**\* Please attach a voided check to complete this registration.**

[ Attach voided check here. ]

I hereby authorize Sonoma Ballet Conservatory to charge my account the amount of \$ \_\_\_\_\_ on the first day of each month, starting \_\_\_\_/\_\_\_\_/\_\_\_\_\_ and ending \_\_\_\_/\_\_\_\_/\_\_\_\_\_. To discontinue these charges, I will give the studio office **one month's written notice** from the first of the month. I understand the studio policies (last page attached which you shall keep for your records) and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** you will receive an invoice/receipt by email unless you indicate otherwise. Initial here to indicate you agree and understand: \_\_\_\_\_

Other instructions: \_\_\_\_\_

**SONOMA BALLET CONSERVATORY SCHOLARSHIP FUND AND FINANCIAL AID**

The Sonoma Ballet Conservatory Scholarship Program offers financial assistance based on the need of the family and the merit of the student. Please check one of the following:

I would like to donate a one-time gift to the Sonoma Ballet Conservatory Scholarship Fund: \$ \_\_\_\_\_

I would like to donate a monthly amount to be debited with my student's tuition: \$ \_\_\_\_\_

I would like more information about how to apply for financial aid.

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**EMERGENCY MEDICAL INFORMATION**

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

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

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

2nd Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ Phone: \_\_\_\_\_

ID No. \_\_\_\_\_ Group No.: \_\_\_\_\_

Student's Primary Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list any special needs or abilities: \_\_\_\_\_

Is the student presently taking medication? YES NO

If yes, please list medication(s) and dosage details: \_\_\_\_\_

List any drug sensitivities or other allergies: \_\_\_\_\_

Date of the student's last physical examination by a medical doctor: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Please read the alternative statements below and sign under the one that you choose. Sign only one!**

1. If my child needs medical attention, it is my wish that I am contracted **before** any medical procedures are initiated, unless immediate treatment is necessary to save my child's life or to prevent permanent injury.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. If my child needs medical treatment while participating, it is my wish that the treatment is started **while efforts are being made** to contact me. So that treatment is not delayed, I consent to any medical procedures that the physician believes are needed, on the understanding that efforts to contact me will continue. I accept responsibility for all costs related to such treatment.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**MEDIA RELEASE FORM**

During participation in Sonoma Ballet Conservatory classes, activities and events, staff, students, and student productions are often photographed, videotaped, and/or audio-taped. The purpose of these materials is to showcase student work and participation. They are published in educational, instructional, website, and program advancement materials to inform the community and other interested parties about Sonoma Ballet Conservatory. The goal is to positively recognize students and share the Sonoma Ballet Conservatory experience. The form below indicates approval by a parent or guardian for the student's name, photograph, art, written works, voice, verbal statements or video image to appear in school publicity, local and national publications, videos, on the Sonoma Ballet Conservatory website, or displayed on the premises of Sonoma Ballet Conservatory.

**AGREEMENT**

1. Student and Parent/Guardian release to Sonoma ballet Conservatory the undersigned student's name, photograph, art, written work, voice, verbal statements, and/or video image and consent to their use by Sonoma Ballet Conservatory.
2. Sonoma Ballet Conservatory agrees that the student's name, photograph, art, written work, voice, verbal statements, and/or video image shall be used for public relations, public information, school promotion, publicity, and instruction only.
3. Student and Parent/Guardian understand and agree that for the use of the student's name, photograph, art, written work, voice, verbal statements and/or video image:
  - a. No monetary consideration shall be paid;
  - b. Consent and release have been given without coercion or duress; and
  - c. The photographs, art, written work, voice, verbal statements, and/or video image may be used in subsequent years.

**If the Student or Parent/Guardian wish to rescind this agreement, they may do so at any time by written notice.**

Effective Date of Agreement: \_\_\_\_\_

Student's Name (Please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Name (Please print): \_\_\_\_\_

Parent/Guardian Signature (if student is a minor): \_\_\_\_\_

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**POLICIES AND PROCEDURES**

**Registration:** A nonrefundable fee of \$25 per student is required yearly at the time of registration.

**Payment of Fees:** Tuition shall be paid by automatic bank account debit. Tuition shall be debited from your bank account on the first day of each month from September to June. The tuition fee of September is nonrefundable. **All charges will appear on your bank statement as from Sonoma Ballet Conservatory.**

**NSF Payments:** I authorize Sonoma Ballet Conservatory to electronically debit my bank account for the amount of any NSF paper check or scheduled e-payment transaction, plus a \$25 NSF fee.

**Withdrawals and Refunds:** I will notify the studio office in-person and at least one month before the discontinuation of classes. Also, I will notify the office in writing and at least one month before the discontinuation of classes to discontinue scheduled tuition e-payments.

**Extreme Weather or other Interruption to Classes:** If the school must cancel classes due to extreme weather or events beyond our control, such as power outages, the missed lessons must be made up according to school policy (at the student's current level or below). No refunds for lessons missed due to these reasons will be given.

**Substitutions:** If the regularly scheduled teacher is ill or otherwise unable to teach class, the school reserves the right to provide a substitute teacher. If a teacher is ill and the school cannot arrange a substitute, any missed classes will be made up.

**Dress Code:** Required dance wear and shoes must be worn to all classes. Failure to wear to class the required dance uniform appropriate for the dancer's level could result in students being asked to sit out the class. Repeated failure to wear the required uniform could result in termination of lessons.

**Missed Private Lessons and Make-up Lessons:** Absolutely no refunds will be given for missed lessons. If a student misses lessons due to illness and the school office has received 24-hours of notice, the student may make-up classes at his or her level or below.

**Dance Class Attendance and Tardiness:** The school reserves the right to have students who come late to class sit out the class. Repeated tardiness may result in termination of lessons. Also, a minimum attendance is required for a dancer to maintain his or her achieved dance level. Also, beginning with Elementary II, students wishing to prepare for pointe work are required to attend a minimum of two ballet classes weekly. Students who have been placed on pointe must attend the minimum required ballet classes weekly in order to maintain the privilege of dancing on pointe. These minimum requirements have been established to ensure that students are safe and secure in their basic technique and muscle strength. Remember, everyone can enjoy ballet, although dancing on pointe may not be recommended for each student.

**Parent's Responsibility to Be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, rehearsals, master classes, and school closing dates. The school may post all such notices on the studio lobby bulletin board, as well as send email and/or place paper notices in student file-folders, as needed. The studio also uses a telephone messaging service named *One Call Now*, which delivers automated messages as appropriate. It is the parent's responsibility to routinely check the board, email, file-folders, and answering machine or voicemail to ensure receipt of school event information.

**Parent Viewing Opportunities:** Parents and others wishing to observe a student's lesson may do so each month during the last week of classes. Relatives visiting from out of town will be welcome to view classes at any time during the month (please limit to no more than 5 persons at a time).