

Dance Education for

Artistic Director: Andrea Paris-Gutierrez
16422 Ventura Boulevard
Encino, CA 91436
Phone (818) 382-2500
FAX (818) 382-2507
www.laballet.com



2017-18 REGISTRATION

TODAY'S DATE: _____ DATE OF FIRST CLASS: _____
STUDENT'S NAME: _____ AGE: _____ DOB: _____
PARENT'S NAME(S) if student is under 18: _____
ADDRESS: _____ GENDER: _____
CITY: _____ ZIP: _____ HOME PHONE: _____
WORK PHONE: _____ CELL PHONE: _____
OCCUPATION(S): _____
EMERGENCY CONTACT: _____
*E-MAIL ADDRESS: _____

LOS ANGELES BALLET ACADEMY WILL USE THE ABOVE EMAIL AS ITS PRIMARY METHOD OF COMMUNICATION

CLASS SELECTIONS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Evaluation Notes (New Students): Teacher: _____ Class: _____

Total Classes/Week: _____
Registration Fee: \$ 50.00
Paid by CK CC Cash

PAYMENT OPTIONS: (check one) Auto Pay (See Form) _____ Self Pay _____
Make checks payable to: Los Angeles Ballet Academy (Please write Student's name on check)

- **Sorry NO REFUNDS ON TUITION or Credits on Missed Classes** (See reverse for details)
- Make-up classes are available in most cases and must be taken within 30 days of missed class.
- All classes must be paid for on a monthly basis.
- All tuition and costume fees must be paid before a student will be permitted to participate in tests or performances.
- There is a \$25.00 charge on all returned checks.

Continued on the other side

For Office use only: JR _____

LOS ANGELES BALLET ACADEMY POLICIES & RULES

STUDENTS, PARENTS, TEACHERS and STAFF ARE EXPECTED TO CONDUCT THEMSELVES WITH RESPECT FOR EACH OTHER and FOR THE ACADEMY AT ALL TIMES. A cooperative environment is essential for learning.

NO REFUNDS ON TUITION OR CREDITS ON MISSED CLASSES except for the following:

- Registration may be cancelled within three (3) days after first class or if student moves more than fifteen (15) miles from the studio after classes begin. Refunds will be paid within ten (10) days only for classes remaining at the time of cancellation. If student is unable to continue due to death, registration will be cancelled and all unused tuition will be refunded.
- Students may take a MAKE-UP class when a class is missed, at the discretion of the Director. Make-ups must be taken within 30 days of the missed class. Make-ups may not be transferred.

ALL FEES MUST BE PAID IN ADVANCE. After seven (7) days, a \$10 late fee will be added.

A signed payment agreement (ie Registration) is required to be on file.

- Family discount: \$10 per month will be deducted from bill for each additional registered sibling.
- Please write student's name on the check. \$25 fee on all returned checks.
- 3% discount will apply to families who enroll in auto-pay. Separate authorization is required.
- Please advise the studio if a student is injured. The student can still attend class to watch and learn, or take a conditioning class as a make-up if appropriate.

LABA TEACHERS WILL MAKE DECISIONS AS TO THE APPROPRIATE LEVEL FOR EACH STUDENT and will consult with the Director and inform the parents if a change is appropriate.

- POINTE: Students will only be considered for pre-pointe if they are at least eleven (11) years old, and are attending at least three (3) ballet classes per week, and show sufficient strength and control.
- TEAM MEMBERSHIP & SOLOS: Team membership, solos or other groups are by invitation of the Director only.
- CONFERENCES: The Director will be happy to arrange a conference at the request of a student or parent. Please do not conference with teachers during or between classes.

APPROPRIATE ATTIRE MUST BE WORN TO CLASS. Please refer to the CLOTHING FOR DANCE sheet. Hair for ballet must be in a bun and shoes should be properly fitted and safe for dance. Students who are not properly dressed will be asked to leave the class. No jewelry other than stud earrings permitted in any class.

- DO NOT BRING VALUABLES. LABA is not responsible for lost or stolen goods. Lost & found is donated to Goodwill monthly.

PUNCTUAL & CONSISTENT ATTENDANCE IS EXPECTED of all LABA students.

- Students who arrive late for class will be asked to sit and watch.
- Contact the Front Desk when your child will be absent from class.
- Contact the Front Desk before attending a make-up class.

THE STUDIO IS NOT RESPONSIBLE FOR STUDENTS WHO LEAVE THE PREMISES. Children must be supervised when entering or leaving the building. Students may not be outside in their ballet attire.

PARENTS PLEASE SIT IN THE OBSERVATION AREAS, and do not block the entrances or hallways. SIBLINGS MUST BE SUPERVISED.

FOOD should be eaten in the designated student lounge area only – you may not eat downstairs, in the studios or in the dressing rooms. Only water and sports drinks are permitted in the dance studios. NO GUM & NO POPCORN permitted on the premises.

STUDENTS & PARENTS are expected to pick up after themselves.

LOS ANGELES BALLET ACADEMY RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE FOR ANY REASON.

LIABILITY RELEASE

I release Andrea Paris-Gutierrez and Los Angeles Ballet Academy located at 16422 Ventura Boulevard, Encino, CA 91436 of any liability or accident or injury that may occur while attending dance class. I am responsible for the drop off and pick up of my child at the appropriate time and may watch any and all classes.

Signed _____ Dated _____

I understand and agree that I am liable for the full tuition amount indicated on any Los Angeles Ballet Academy (LABA) materials, including any late charges, fees or interest, even in the event of the student's withdrawal or dismissal from the program before it is complete, except as set forth above. No credit will be given for missed classes due to injury or illness, except as set forth above. I have also read and understand the studio policy and rules, tuition rates and requirements and agree to abide by LABA policies while at this location.

Signed _____ Dated _____

I authorize Los Angeles Ballet Academy & Andrea Paris-Gutierrez to use my image (or my child's) in photography and brochures, video and on the website for Los Angeles Ballet Academy. I understand that students will not be compensated in any way for use of these photographs and that student's name will not be used without additional consent.

Signed _____ Dated _____

No student will be admitted in class without a SIGNED Registration Form