

# REGISTRATION PACKET 2013-2014

**The Pulse Performing Arts Center**  
11141 Locust St., Kansas City, MO 64131  
phone (816) 941-2278 fax (816) 222-0676  
[www.ThePulsePAC.com](http://www.ThePulsePAC.com)

ENROLLMENT DATE (TODAY'S DATE): \_\_\_\_\_

## STUDENT INFORMATION (Please Print)

STUDENT'S NAME	HOME PHONE #	AGE	D.O.B. / /
HOME ADDRESS	CITY, STATE		ZIP
ACADEMIC SCHOOL			GRADE

## PARENT / GUARDIAN INFORMATION

NAME	BEST PHONE # (CIRCLE: CELL, WORK, ETC)	E-MAIL ADDRESS – <i>Important – We must have one primary e-mail address that is checked regularly!</i>
NAME	BEST PHONE # (CIRCLE: CELL, WORK, ETC)	2 <sup>nd</sup> E-MAIL ADDRESS - OPTIONAL

## EMERGENCY CONTACT INFORMATION

STUDENT'S PHYSICIAN'S NAME & HOSPITAL		PHONE NUMBER	
EMERGENCY CONTACT (OTHER THAN PARENT LISTED ABOVE)	RELATION	PHONE NUMBER	2 <sup>nd</sup> PHONE NUMBER
DOES YOUR CHILD HAVE ANY CONDITION THEIR TEACHERS WOULD NEED TO KNOW ABOUT (THIS INCLUDES MEDICAL, LEARNING DISABILITIES, FOOD ALLERGIES, ANXIETY, ETC.)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN:			

## HOW DID YOU HEAR ABOUT THE PULSE? (Please check just one)

- Returning Student       Referral : \_\_\_\_\_       Competition       Community Performance  
 KC Kids Directory       Leawood Lifestyle Magazine       Search Engine       Postcard in mail       Drive by/Neighborhood  
 Lawn Sign       Other: \_\_\_\_\_

**CLASS SELECTIONS** (Use the class schedule to write down the classes in which you wish to enroll)

CLASS (NAME, DAY, & TIME)

CLASS (NAME, DAY, & TIME)

CLASS (NAME, DAY, & TIME)

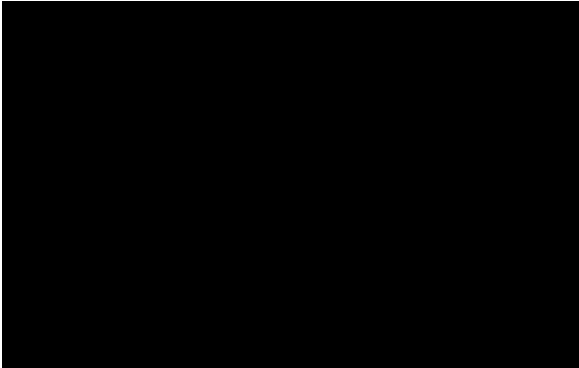
CLASS (NAME, DAY, & TIME)

CLASS (NAME, DAY, & TIME)

CLASS (NAME, DAY, & TIME)

CLASS (NAME, DAY, & TIME)

CLASS (NAME, DAY, & TIME)



**FEES DUE**

**Tuition is processed through Autopay (direct withdrawal from a debit or credit card account) and customers receive a \$5 monthly discount for choosing this payment method. Charges are automatically deducted on the third of the month. For tuition not paid through Autopay, the discount does not apply. Autopay is preferred and encouraged.**

**Sibling Discounts:** 2<sup>nd</sup> siblings receive 5% off and additional siblings receive 10% off tuition. Discounts are applied to the lesser tuition first. Discount is for siblings only. A separate Registration Packet must be filled out for each sibling. Sibling discounts do not apply to CPC tuition.

- 1. **Monthly Tuition**      \$ \_\_\_\_\_
- 2. **Registration Fee**    \$ \_\_\_\_\_ \$25 per student / \$15 for siblings
- 3. **TOTAL** (Add lines 1 & 2) \$ \_\_\_\_\_ Include any sibling discounts

2013-2014 TUITION	
HOURS PER WEEK	MONTHLY TUITION WITH AUTOPAY
45 min.	\$45
1	\$50
1.5	\$72
2	\$89
2.5	\$105
3	\$123
3.5	\$138
4	\$150
4.5	\$170
5	\$185
UNLIMITED	\$200

**METHOD OF PAYMENT**

**Tuition Autopay – Check box and fill out the section below and your card on file will be charged for your dancer’s monthly on the 3<sup>rd</sup> of each month. There are no long-term contracts or agreements, and tuition autopay can be stopped/changed at any time.**

Debit/Credit Card (**VISA or MC only**): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

I authorize The Pulse PAC to initiate recurring debit or credit entries for tuition on the **3<sup>rd</sup> of the month** to my debit card or credit card account as indicated and named above. I acknowledge that the origination of ACH transactions to my (my/our) account must comply with the provisions of U.S. law. Furthermore, if any such debit(s) should be returned NSF, or if the transaction is denied for any reason, I authorize The Pulse PAC to collect such debit(s) by electronic debit and subsequently collect a returned debit fee of \$20 per item by electronic debit from my account identified above.

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

**FOR AUTOPAY CUSTOMERS ONLY:** If you would like your card on file to be charged automatically for the following recital fees on the dates they are due, please check the box below:

**Please charge my card the \$50 Recital Costume Deposit on Nov. 10, 2013, the \$45 Recital Participation Fee (\$25 for siblings) on Feb. 10, 2014, and the Recital Costume Balance (\$20-30 balance depending on class level) on Mar. 10, 2014.**

If you are choosing NOT to pay with Autopay, select an option below. The \$5 monthly tuition discount does not apply when not using Autopay.

Cash Enclosed

Check Enclosed (Payable to The Pulse)

Credit Card (**VISA or MC only**): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

## POLICIES & GENERAL INFORMATION

**PAYMENT OF FEES** - Tuition is paid monthly and is non-refundable. Tuition rates are based on 9 monthly installments (Sept-May) and payments remain the same each month regardless of the student's attendance, school closures, or holidays. Tuition is processed through Autopay (direct withdrawal from debit or credit card account). Charges are deducted on the third of the month. For tuition not paid through Autopay, the \$5 monthly tuition discount per student does not apply. If you choose to not use Autopay, we do not mail invoices – tuition is due the same time each month: on the 1<sup>st</sup>, but not considered late until after the 10<sup>th</sup>. After the 10<sup>th</sup>, a \$10 late fee is automatically added to your account. Please remember to keep your Autopay account information current. A charge will come back as declined if your account info has changed, if you've got a new credit card number, or even a new expiration date. Any declined credit card and/or Autopay transaction results in The Pulse being charged a \$20 fee which will in turn be charged to your account. Any checks that are returned for any reason results in The Pulse being charged a \$35 bank fee, which will in turn be charged to your account. If your class falls on a holiday or a break, make-up classes have been factored into the schedule and into the tuition. Tuition is not prorated if a student misses their class, and it is not based on how many of their classes a student may or may not attend in any given month. Payments must be kept current in order for students to continue their participation.

**RECITAL** - All students are featured in our annual recital. ALL students are required to participate in both performances of the Recital – they are not able to only be in one or the other. For the safety and protection of our dancers we maintain a completely controlled environment in and out of the backstage area. After students are checked in 1-hour before show time, the check in location is closed. We do not allow students being checked in or out at individual call times. No student will be released at Intermission or at any other time other than the designated check in/out times. There is a Participation Fee required for each student to participate in recital and this fee helps pay for expenses such as facility rental, required stage technicians, printing of programs, tickets, and much more. A recital t-shirt is included in this fee. There is a Costume Fee for each class in which your child is enrolled. Recital fees are non-refundable.

**ATTENDANCE** - Students are expected to be in attendance and on time for all classes. If class is missed, make-ups are not required for recreational students, and students have a month to make-up missed classes if they wish. Students should ask their instructors for the appropriate make-up class. There are no refunds or prorating of tuition for missed classes. Attendance is required the week before any performance in order to participate. If a student is more than ten minutes late, late entry is up to the discretion of the teacher. Tardiness disrupts the class and can cause the student to miss important portions of the class. In cases of ongoing attendance issues, conflicts, behavior problems, etc., The Pulse reserves the right to dismiss any student and/or parent from the studio whose attitude, attendance, or conduct is found to be disruptive or unsatisfactory – any fees paid up to this point remain non-refundable.

**STUDIO CLOSINGS** - The Pulse calendar is similar to school calendars; however, we are not closed for every school holiday. We are also not closed for teacher in-service days, conferences, and other school closings of this nature. If we are closed for a holiday or break, it is listed in the newsletter. When the studio closes for bad weather, we send an e-mail, place an announcement on the website, and update the voice-mail.

**STUDENT DROP OFF & PICK-UP** - Do not drop students off more than 5 minutes prior to class starting and be sure to pick them up promptly. The Pulse is not responsible for providing before or after class supervision. For your child's safety please come inside the studio to drop off and pick up any student ages 12 and under. We don't want anyone wandering out into the parking lot even if parents are sitting in their cars. Please also inform your child that they are to wait INSIDE the facility until you come in and get them. Students are not to leave the studio to meet a parent at the library without a parent escort.

**CLASS PLACEMENT & SIZE** - Students are placed in classes based on ability, and not necessarily by age, and we may move a student at any age to better suit their level and ability. A reasonable class size will be maintained. Classes require a minimum enrollment of 5 students. If a class size does not meet this requirement it will be canceled and an alternative day and time will be suggested.

**CLASSROOM ACTIVITIES** - Classes may include video analysis/observation, discussion groups, and other activities that further enhance and assist in the educational and artistic process. Holidays may dictate special holiday-related class time activities as well.

**REGISTRATION** - A Registration Packet must be filled out prior to the first class. There is an annual non-refundable registration fee of \$25 per student / \$15 for siblings, which covers the regular session (separate registration fees may apply for special camps, summer sessions, etc.). Student registration is valid for the entire regular session unless a student is absent from class for 30 days or more. Students absent for more than 30 days must re-register.

**DROPPING OUT** - To drop a student from a class, the request must be submitted in writing and received by the end of the month to be made effective the 1<sup>st</sup> of the following month. There are no refunds for tuition. There is no prorating for the current month in which the request is received, and tuition will still be due for the current month in which the request is made. The student is still considered enrolled in the class and will continue to be charged tuition until the student is dropped from the class. Any costumes for any Pulse dance performance (CPC or Rec.) must be picked up at the studio by one month after the date of the performance or they become the property of The Pulse Performing Arts Center – The Pulse is not responsible for holding onto the costumes for longer than one month after the dance performance for which the costume was purchased.

**CLASSROOM ATTIRE, RULES, & BEHAVIOR** - Students must be in the proper attire and shoes or they will not be allowed to take class. An attire handout is available on our website at [www.ThePulsePAC.com](http://www.ThePulsePAC.com) or in the lobby at all times. During the first week of classes a handout is distributed and discussed in class regarding proper behavior and rules for the studio – this information is also sent home via e-mail so parents are also aware of these classroom rules. In cases of ongoing attendance issues, conflicts, behavior problems, etc., The Pulse reserves the right to dismiss any student and/or parent from the studio whose attitude, attendance, or conduct is found to be disruptive or unsatisfactory – any fees paid up to this point are non-refundable.

**LOST & FOUND** - Items left at the studio are kept for a limited time only. All unclaimed items are donated to local charities several times each season.

**CONSENT & RELEASE** – Parents and/or legal guardians of minors and students waive the right to any legal action for any injury sustained on The Pulse Performing Arts Center (The Pulse PAC) property resulting from normal dance activity or any other activity conducted by the students before, during, or after class time. I hereby waive and release The Pulse PAC and its officers, agents, volunteers, and employees from all acts or omissions resulting in any physical injuries, medical treatment, or other damages to myself or any minors of whom I am parent or legal guardian, resulting from participation in The Pulse PAC programs. I further waive and release The Pulse PAC and its officers, agents, volunteers, and employees from any damages sustained by the aforementioned or any guests of the aforementioned as a result of any condition, act, omission, or accident on or at 11141 Locust Street, Kansas City, MO 64131, or any other premises upon which any activity related to The Pulse PAC takes place. I hereby give permission to The Pulse PAC and its officers, agents, volunteers, vendors, and employees to photograph, video, film and/or audio record my child and/or me and to use any written or verbal testimonials I provide to them. I consent to the use of such materials for all uses including all promotional and marketing materials. This release is granted in perpetuity.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date