

## Coupé Theatre Studio Policies, Registration Forms, and General Information 2024-2025

Please complete all forms.

**REGISTRATION:** You may register your child for any classes they have been recommended for. If you are new to the studio, your child(ren) will be given a recommendation by studio staff for the classes they should register for. **Please register early so you are not closed out of a class you'd like to attend.** All registration is done on a first-come, first-served basis. Your child's registration is not considered complete until all forms and waivers have been signed with proof of age (if needed) and your double tuition installment payment is paid.

### PAYMENTS:

- **TEN PAYMENT INSTALLMENT PLAN:** This plan breaks the annual tuition into 10 installments. The first two installments are due at registration, with the additional 8 installments due **by the 10th of September 2024 through April 2025**
- **NEW: A family administration fee of \$25 will be required at registration.**
- See the payment chart below for prices. **NOTE: PAID INSTALLMENTS ARE NON-REFUNDABLE**

Please Initial \_\_\_\_\_

**PLEASE NOTE:** The double installment due at registration is **NON-REFUNDABLE and CANNOT** be credited to your family account in the case of dropped classes. Tuition installments are due on the first of each month September through April. Coupé offers a grace period through the 10th of each month. A **\$20.00 late fee** will be applied if tuition payment is not received by the 10<sup>th</sup> of the month. Returned Checks will be charged \$35.00 to cover all fees. Any student whose tuition is in arrears **WILL NOT BE ADMITTED** to class. All tuition, costume fees, and late fees must be paid in full by May 1<sup>st</sup> 2025. Payments can either be made via the family portal with a credit card, over the phone, or with a credit card kept on with our accounting system. We also accept checks or money orders which can be mailed or dropped in our lock box located by the front door at Coupe..

Please Initial \_\_\_\_\_

**CHANGE OF SCHEDULE:** If a student chooses to discontinue classes for any reason, the studio must receive written notification **before** the next billing cycle (first week of the month). Parents are responsible for **ALL tuition payments** until a withdrawal/drop notice is received in writing at the desk.

**MISSED CLASSES:** It is the student's/parent's responsibility to attend all classes they are registered for. **No refunds or adjustments** will be given for any missed classes for any reason including prolonged absence. Make-up classes are given as a courtesy by the studio. A maximum of 3 make-up classes may be scheduled for each registered class. We ask that all make-ups be scheduled at the office after the missed class and all make-ups must be completed before Parent Observation Week (usually the end of January).

**NOTE:** Make-up classes are non-transferable • Tuition must be up to date to schedule a make-up • Make-ups will only be scheduled once for each missed class • Unattended make-up classes are forfeited • Make-up classes can only be scheduled after a class has been missed.

**SCHEDULING AND CANCELLATIONS:** Classes are subject to minimum enrollment, and may be combined or canceled during the year. Classes canceled by the studio for any reason (illness, weather, state emergency, etc.) will be made up and scheduled by the studio, either in the form of in-person or virtual classes. There are No Refunds or credits for canceled classes.

Please Initial \_\_\_\_\_

**DRESS CODE:** For a list of our current dress code, please visit our website: **Coupédance.com** Our dress code is required for all students, as it promotes a professional and focused environment for learning.

**PRODUCTION/COSTUME FEE:** A production/costume fee price TBD will be charged per student per class for each of the classes performing in the end-of-the-year recital. These fees will be billed on February 1st 2025.

**DANCE SHOES:** All students and visitors are asked to wear proper footwear in the dance studios to protect the floors. **NO** dance shoes should be worn outside. Stiletto-heeled shoes are not permitted in the studios.

**STUDENT CONDUCT:** Students who are disrespectful to Coupé teachers, employees, visitors, or other students will have their parents notified and will be asked to leave the building. Any unkind remarks, photographs, videos, or posts that may be considered bullying, either on social media platforms, over the internet, or verbally, will not be tolerated. Students who cannot follow this code of conduct will be suspended from class and tuition forfeited.

**PARENT CONDUCT:** We expect all Coupé parents and family members to act appropriately at all times. Any parent/family member that is acting in an inappropriate way towards a staff member, other parent, or student will be asked to leave and their child(ren) will be withdrawn from the school.

**LOST & FOUND:** There are lost and found bins located in both the male and female locker rooms. Items left at the studio will be placed in these bins. Jewelry and valuables are kept at the desk. Coupé is not responsible for any items lost or stolen and we recommend you keep valuables at home or with you during class. Lockers are not available until further notice.

**PARKING:** Our parking lot is very busy and we kindly ask that you please drive slowly. Please park in the spaces provided, and walk your child to the front door where they will be directed to class. If you are dropping off a student, please pull past the front of the building and into a parking lane (without blocking other traffic), as stopping directly outside the front door is dangerous and creates unsafe conditions. Cars

that are left unattended or idling in front of the building or a non-designated spot will be asked to move. We ask that you please take special care when picking up and dropping off, for the safety of all our students.

**GENERAL:** No food or drink other than water is allowed in the studios. Students, parents, and visitors must comply with all state mandates while in the studios, which may include mask-wearing, social distancing, etc. Cell phones and other electronic devices should be switched off and kept in a dance bag during class time. Please note that the recording of any class work or choreography is strictly prohibited unless you have a teacher's prior permission

**PHOTOGRAPHY:**

I authorize Coupé Theatre Studio to publish photographs of my child along with their name, for use in Coupé's printed publications and websites. I acknowledge that my child's appearance in publications and websites produced by Coupé is voluntary and there will be no financial compensation. I further agree that my child's appearance in any publication and website produced by Coupé confers upon me no right of ownership. I release Coupé Theatre Studio, its contractors, and its employees from liability for any claims by me or any third party in connection with my child's participation. This agreement is made under the laws of the state of New York, which governs such agreements.

**Please Initial \_\_\_\_\_**

**WAIVER OF LIABILITY: PLEASE READ AND SIGN**

I agree that I will not hold Coupé Theatre Studio (the "Studio" "Coupé"), nor any employee, liable for injuries sustained or illness contracted while myself and/or my child or ward is a student at the Studio

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN all Coupé Theatre Studio's classes, events, and activities, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I HEREBY WAIVE, RELEASE, AND DISCHARGE Coupé Theatre Studio and all divisions thereof of any liability and responsibility for injuries, sickness, pandemics, accidents, natural disasters, and/or acts of God incurred during participation in and/or instruction of any kind including but not limited to classes, camps, private lessons.

I WAIVE, RELEASE, AND DISCHARGE Coupé Theatre Studio Inc. and their employees, volunteers, or the activity or event holders, activity or event sponsors, activity or event volunteers, from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from Coupé Theatre Studio or any events I am participating in.

I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this waiver.

I certify that I am in good health and that I do not pose a health risk to the public.

I authorize Coupé Theatre Studio personnel to take appropriate emergency measures.

**PARENT / GUARDIAN WAIVER FOR MINORS** The undersigned parent and natural guardian does hereby represent that he/she is acting in such capacity has consented to his/her child or ward's participation in the activity or event, and has agreed individually and on behalf of the child or ward, to the terms of the accident waiver and release of liability set forth above. The undersigned parent or guardian further agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor, the parents, of the legal guardian

**I have read and understand ALL the policies of Coupé Theatre Studio, including tuition policy, photography release information and this waiver of liability, and hereby agree to comply completely with them.**

**AGREED TO AND ACCEPTED**

**Student(s) names**

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*Parent /Legal Guardian Signature*

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*Date*

## Coupé Theatre Studio Registration Form 2024-2025 Season

**Fill out the form and email it to [info@coupedance.com](mailto:info@coupedance.com) on or after JULY 1st 2024.**

PLEASE PRINT: Parent/Guardian Information:

\***Best** Email to receive studio information: \_\_\_\_\_

\*Parent First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

**If you are a returning family you only need to fill out anything that should be updated from last year's Registration Form.**

**\*To receive studio text messages we need your cell phone/mobile provider information.**

\*Parent/Guardian Cell # (\_\_\_\_\_) \_\_\_\_\_

\*Cell Phone/Mobile Provider info (T- Mobile, Verizon, AT&T, Sprint etc) \_\_\_\_\_

Parent/Guardian Address: Street Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Additional Parent/Guardian Information**

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

Parent First Name: \_\_\_\_\_ Last Name \_\_\_\_\_

Parent/Guardian Cell # (\_\_\_\_\_) \_\_\_\_\_ Mobile Provider \_\_\_\_\_

Parent/Guardian Address: Street Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Credit card payments: Please call with a card number**

Sign up for autopay Yes/No \_\_\_\_ Permission to use the card for all payments (monthly tuition, add-on classes, etc) Yes/No \_\_\_\_

**Student #1:**

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

M/F: \_\_\_\_\_ Date of Birth: (mm/dd/yyyy) \_\_\_\_\_ Grade (Sept '24) \_\_\_\_\_

**Student #2:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

M/F: \_\_\_\_\_ Date of Birth: (mm/dd/yyyy) \_\_\_\_\_ Grade (Sept '24) \_\_\_\_\_

**Student #3:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

M/F: \_\_\_\_\_ Date of Birth: (mm/dd/yyyy) \_\_\_\_\_ Grade (Sept '24) \_\_\_\_\_

How did you hear about us: Friend  Social media  Online Ad  Website  Other

**Please fill out your child's(ren's) name and class requests for the 2024-2025 season**

**Student #1** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Class Name	1st choice Day/Time	2nd choice Day/Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Student #2** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Class Name	1st choice Day/Time	2nd choice Day/Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Student #3** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Class Name	1st choice Day/Time	2nd choice Day/Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please register my child(ren) for these classes for the 2024-2025 season (September 2024-May 2025).

SEND REGISTRATION FORM TO [info@coupedance.com](mailto:info@coupedance.com) on or after JULY 1st 2024

**FOR OFFICE USE:** Date received \_\_\_\_\_

Student 1 # of hours _____	\$ _____
Student 2 # of hours _____	\$ _____
Student 3 # of hours _____	\$ _____
Family Administration fee \$25	+ \$ 25:00
<b>Total due at registration</b>	<b>\$ _____</b>

Notes: \_\_\_\_\_

Payment Method: Check# \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

10 Payment plan: (Sept-April) Per install: Student #1 \$ \_\_\_\_\_ Student #2 \$ \_\_\_\_\_ Student #3\$ \_\_\_\_\_

Student start date if registering after the first class of season \_\_\_\_\_ Number of classes missed \_\_\_\_\_

Policy & Waiver signed  Student Group  Portal Info sent  Teacher Book  Entered by \_\_\_\_\_