

# Summer in Ottawa Registration Form ❖ SUMMER 2012 Intermediate and Advanced Students

200 Crichton Street  
Ottawa, Ontario K1M 1W2  
Phone: 613-238-7838 Fax: 613-238-7839  
email: admin@theschoolofdance.ca  
website: www.theschoolofdance.ca

PLEASE PRINT

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

DATE OF BIRTH (m/d/y): \_\_\_\_\_ HOME TELEPHONE #: \_\_\_\_\_

PREVIOUS TRAINING/SCHOOL: \_\_\_\_\_ NUMBER OF YEARS: \_\_\_\_\_ PRESENT LEVEL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_  I would like to receive information by e-mail from The School of Dance

PARENT / GUARDIAN: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

HOME TELEPHONE #: \_\_\_\_\_ CELL TELEPHONE #: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_ BUSINESS TELEPHONE #: \_\_\_\_\_ EXT. #: \_\_\_\_\_

PARENT / GUARDIAN: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

HOME TELEPHONE #: \_\_\_\_\_ CELL TELEPHONE #: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_ BUSINESS TELEPHONE #: \_\_\_\_\_ EXT. #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

MEDICAL INFORMATION TO BE KEPT ON FILE: \_\_\_\_\_

**OUT-OF-TOWN STUDENTS ONLY - I AM STAYING IN OTTAWA WITH:** NAME : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

To help place students into the correct classes, please provide us with a detailed letter of explanation of their history of training including teacher names, school names, method of study, and examinations passed, if any. Individual timetables will be forwarded upon completion of registration. Monday, July 2<sup>nd</sup> is a class placement confirmation day from 10:00am to 4:00pm. Full timetable begins Tuesday, July 3<sup>rd</sup>. Registration is on a first-come, first served basis.

- Advanced (July 2 – 27, 2012) **\$1275**
- Intermediate (July 2 – 27, 2012) **\$1275**

Number of years of pointe study \_\_\_\_\_

**Registration Check List:**

- Letter stating previous training
- Full payment in Canadian Funds**
- \$20 registration fee (if new to The School)

**Conditions of Enrolment**

- There is a \$20 registration fee payable on the initial registration in each school year.
- There are no refunds except in the case of cancellation due to insufficient registration.
- All registration forms must be signed and dated in order to be eligible to take part in classes.
- Fees are due in full at time of registration.
- Family discount of 10% must be mentioned when registering.
- Second/third class discount of 20% is available on some classes. Discounts cannot be accumulated. Discounts are applied on the lesser of the amounts. Please check with The School.
- Cheques returned from the bank for any reason are subject to a \$50 administration charge.
- The School reserves the right to ask disruptive individuals to leave the premises and/or not to serve a customer.
- The School of Dance is not responsible for students before and after class.
- The School of Dance has a Personal Information Policy in accordance with the requirements of the Personal Information Protection and Electronic Documents Act. A complete copy of the policy is available in the main office of The School.

**Personal Information Policy**

I understand that The School of Dance has a Personal Information Policy in accordance with the requirements of the Personal Information Protection and Electronic Documents Act.

By signing below, I am consenting to the collection, use and disclosure of my personal information (such as my home telephone number and address) in accordance with the purposes set out in the Policy, which include the following:

- i maintaining complete and accurate files.
- ii providing services to clients of The School of Dance, including contacting clients regarding schedules, billing for classes and associated fees and notifying clients about new programmes, performances and promotional offers.

I understand that:

- i my personal information will not be used or disclosed for purposes other than those for which it was collected, except with my consent, except where use or disclosure is required by law.
- ii I have a right to view my personal information and have it amended, if inaccurate or incomplete.

I have read and understand the conditions of enrolment:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent signature required for students under the age of 18)

**Method of payment: VISA, MasterCard, Debit, Cheque and Cash**

VISA #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

MasterCard #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_