



2011-12 Registration Instructions

Dear Students and Parents:

Enclosed are:

- 1) Registration form (yellow sheet)
- 2) Tuition Agreement/Payment Option/Rate Sheet
- 3) CBT Parent Resource Form (green)
- 4) 2011-12 Class Schedule/Descriptions
- 5) Dress Code
- 6) Policies & Procedures
- 7) 2011-12 Calendar (pink sheet)

To Register:
Please mail or bring the first 3 items listed to the left, the registration fee & first tuition installment to the academy.

How to register ...

Please mail back:

- 1) **Registration form** – Please submit a form for each student in a family. Make sure to include an **Emergency contact number** (preferably parent/caretaker's cell phone #) and an **Email address at which a responsible adult regularly picks up the email. Most of our communication is through email so it is critical that emails are checked daily.** Upper Division families please include the dancer's email as well.
- 2) **Registration fee/Tuition Agreement & Payment Option Form** – A **registration fee of \$30 for the first student** and **\$15 for each additional student in a family** is required. **Tuition is an annual commitment which may be paid in full by August 1 or utilizing one of our payment plans outlined on the Tuition Agreement & Payment Option Form.** A completed **Tuition Agreement & Payment Option Form** must be returned with the registration materials. Because **Children's Division families** pay by the session they may choose to pay by check or credit card (with an additional \$5 fee) on the first day of each session. **A \$15 late fee will be assessed beginning the Monday after payments are due.**
- 3) **CBT Parent Resource Form** – please submit information for each parent.

When to register ...

Returning student registration is due by **Saturday June 18**. All other registration is ongoing but it is recommended that forms be returned by **August 1** to ensure a place for the Fall. For **new students with dance experience**, please call or email the academy to set up an audition for class placement. **T-shirts are only guaranteed to students who register by August 15.**

Kim Brummett, Administrative Director
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