



TWIN CITIES CHINESE DANCE CENTER

P.O. Box 131114
ROSEVILLE, MN 55113

Registration, Waiver and Policy Agreement Form

*Required

Student Information					
*Phone #1		<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> W	Phone #2		<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> W
*Email #1			Email #2		
How did you hear about TCCDC?					
How many students in your family taking TCCDC classes?				*Living City	
* Student #1 First Name		*Last Name		*Chinese Name (Required if any)	
*Year started with TCCDC		*Birth Year (Required for students <18)			
*Any health concerns the instructor should be aware of?					
Class #1		Class #2			
* Student #2 First Name		*Last Name		*Chinese Name (Required if any)	
Year started with TCCDC		*Birth Year (Required for students <18)			
Any health concerns the instructor should be aware of?					
Class #1		Class #2			
* Student #3 First Name		*Last Name		*Chinese Name (Required if any)	
Year started with TCCDC		*Birth Year (Required for students <18)			
Any health concerns the instructor should be aware of?					
Class #1		Class #2			
Parent/Guardian Information (For Minors Only)					
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other, specify_____			<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other, specify_____		
*First Name		First Name			
*Last Name		Last Name			
*Chinese Name (if applicable)		Chinese Name (if applicable)			
Emergency Contact Information					
*Emergency Contact Name		*Phone		<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> W	
Emergency Contact Name		Phone		<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> W	
Physician's Name		Phone		<input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> W	
Preferred Clinic				Phone	
Clinic's Address					



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Registration Process

- * To register, please fill out and sign this Registration, Waiver and Policy Agreement Form, and pay full tuition on or before the 2nd lesson.
- * If tuition and/or fees are not paid in full, TCCDC reserves the right to cancel the enrollment.

Tuition Policies

- * Registration fee is a one-time non-refundable fee of \$30 per family.
- * Tuition is due on the 1st lesson (refer to Registration Process above). A \$10 late fee will be charged to any student who has an outstanding balance after the 2nd lesson.
- * For fall and spring semesters, no tuition deductions will be allowed for missed lessons, whether planned or unplanned. Students may attend any other class to make up for a missed lesson. Make-up lessons are non-transferable between semesters and/or students.
- * If plan to miss 4 lessons or more in a row due to travel or other legitimate reasons, please report to the board, and tuition may be waived partially or completely depending on the cases.
- * A costume fee is charged once a year either during the spring semester registration period, or when a new student registers during a different semester. The costume fee covers one new dance per year. Students may be asked to pay additional costume fees for any additional dances.
- * A student will receive a 10% discount if he/she takes a second class and/or is the second or more registered student from the same household. If a student takes more than two classes, additional classes are free. Discounts apply to lower rate classes only.
- * TCCDC is a nonprofit organization and relies on students' support and cooperation to run smoothly. This includes paying full tuition on time to cover facility/equipment rental, teachers' salary, and other operational expenses. Delay in tuition payment will not only create excessive administrative work to TCCDC's volunteer staff, but also cause interruption to normal operation and negatively impact other students. Your understanding and cooperation is highly appreciated!

Cancellation Policies

- * To balance operational costs, each class must maintain a minimum number of registered students. TCCDC reserves the right to cancel or combine classes that do not meet the minimum requirement. If the situation arises, TCCDC staff will work with students in these classes to find a suitable replacement class; if no class is satisfactory to the student, TCCDC will refund the tuition for any remaining lessons.
- * If a student must withdraw from a class due to medical reasons, a doctor's written note must be shown to the TCCDC staff in order to receive a refund for any remaining lessons.
- * Students have the right to cancel enrollment prior to the 2nd lesson and receive a full refund. Tuition will NOT be refundable after the 2nd lesson except in the above cases.

By signing below, I declare that I have read, fully understand, and accept all of the above content.

*Printed Name		*Signature		*Date	
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Fees and Payment

- Submit to class coordinator or teacher: Cash Check (Make checks payable to TCCDC)
 Check Mail to: Twin Cities Chinese Dance Center, P.O. Box 131114, Roseville, MN 55113

Please work with class coordinator and teacher to calculate the payment amount. Please consider the following for your final payment: Registration Fee, Tuition, Costume Fee, Late Fee, Multiple Students or Classes Discounts. Refer to the Tuition Policies on the second page for details.

If you know the amount, please indicate here \$



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Liability Waiver

- * I understand and agree that in participating in dance classes, workshops, rehearsals, performances, and/or any other activities (e.g. outreach, camping, outing) organized by Twin Cities Chinese Dance Center (TCCDC), there are possibilities of physical injuries and/or accidents. I voluntarily agree to assume all risks and responsibility for any such injury or accident, which might occur to me during any of the above occasions.
- * I hereby exempt, relieve, indemnify, and hold harmless TCCDC, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students against any and all liability claims, demands, or causes of action whatsoever from any damage, loss, injury, or death to me, or property which may arise out of or in connection with participation in any classes or activities conducted by TCCDC. I further voluntarily agree to waive my rights to hold TCCDC, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students liable for such damage, loss, injury, or death.
- * I understand that I should be aware of my physical limitations and agree not to exceed them. Furthermore, I agree to obey the class and facility rules and take full responsibility for my behavior in addition to any damage I may cause to the facilities utilized by TCCDC. In the event that I should observe any unsafe conduct or conditions, I agree to report the unsafe conduct or conditions to the Artistic Director, instructor or staff member as soon as possible.
- * It is my express intent that this agreement shall also bind my family members and significant others (if any) who participate in any activities conducted by TCCDC.
- * If I am signing this waiver for my children, I certify that I am the parent or legal guardian and have the right to waive these rights.
- * Permission is granted to TCCDC to use photographs of anyone participating in TCCDC activities for publicity purposes.

By signing below, I declare that I have read, fully understand, and accept all of the above content.

*Printed Name		*Signature		*Date	
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Volunteer Opportunities

TCCDC is a nonprofit organization and relies 100% on volunteers. Your participation will bring you and/or your children a memorable experience at TCCDC. Please indicate which areas you may be interested in below.

<input type="checkbox"/> Board Member	<input type="checkbox"/> Costumes	<input type="checkbox"/> Publicity	<input type="checkbox"/> Grant Writing
<input type="checkbox"/> Stage Management	<input type="checkbox"/> Props	<input type="checkbox"/> Outreaches	<input type="checkbox"/> Chinese/English Translation
<input type="checkbox"/> MC	<input type="checkbox"/> Website Development and Management		<input type="checkbox"/> Other:

Question, Comments & Suggestions

TCCDC welcome and appreciate any feedback you have!