



Donna Lee Studio of Dance Registration


Step - by - Step

Step 1: If you are registering a new dancer select "create or activate your account" & "I am a new dancer!"



Donna Lee Studio of Dance

Email address 

Password 

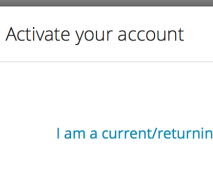
☐ Keep me logged in on this computer


[Log in](#)

[Forgot password?](#)

[Create or activate your account](#)

☒ I have reviewed and accept the [Terms of Use](#)




Activate your account 

[I am a new dancer!](#)

[I am a current/returning dancer, but this is my first time logging in!](#)

[Cancel](#)


Step 2: You then will be asked to fill out the prompts below to create your account.



Donna Lee Studio of Dance

Create your account

Complete the fields below then click the **Create account** button to continue.

First name 

Last name

Email address

Password

Repeat password

[Create account](#) [Cancel](#)

Step 3: Please read through our new policies for the 2020-2021 dance year and accept the agreement with your electric signature.

Account registration

Cancel registration

Policies

NEW POLICIES FOR THE 2020/2021 DANCE YEAR!!!

DRESS CODE:
Proper dance attire is expected of all students. See the page titled "Dress Code" for the proper leotard, tights, and shoes for your class(es). Students should arrive on time, dressed, and ready for class. Hair should be pulled away from the face and off of the neck. It is recommended that you label all dance shoes and other personal belongings. The studio cannot be responsible for lost items.

PAYMENTS:
Credit Cards - All accounts are required to have a credit card on file.

Registration Fees - Non-refundable fee is due at the time of registration/class selection and must be paid in order to hold a student's place in the class. Once this fee is paid it serves as your agreement to all studio policies. Please take the time to familiarize yourself with the Studio Policies before proceeding.

• \$50.00 for 1 student
• \$75.00 for 2 or more students (siblings only)

Tuition & Recital Costumes - Dance technique is taught over a period of 9 months (September - May) ending with a dance recital held the 1st weekend in June. As a courtesy to our studio families, the entire cost of the 9 month season of dance classes and costumes is divided into 9 equal payments with the first payment due Sept 1st and the last payment due May 1st. Payment is due in full no matter how many lessons are received in the month. There will be times when there are only 3 lessons in a month due to a holiday, there will be times when there are 5 lessons in a month due to the way the calendar falls. We DO NOT PRO-RATE any monthly payments.

Monthly payments - Due on the 1st of the month and late after the 10th. All accounts will be auto-charged every month on the day of your choice (the 1st or the 10th of the month).

Annual payments - Pay the year-in-advance on or before September 30th and receive a 10% discount. This payment option is NON-REFUNDABLE.

Late Fee - A \$15.00 late fee will be charged to all past due accounts after the 10th of the month.

Returned checks - There is a \$20.00 charge for returned checks.

REFUNDS:
There are no refunds, credits, or deductions for missed classes. If a student is absent, the full monthly fee must be paid. The student is entitled to make up the missed lessons.

CANCELLATION:
Should you decide to withdraw, your account will be cancelled as of the date the office is notified regardless of attendance. If you have an outstanding balance on your account at the time of cancellation, your credit card will be charged the remaining balance. In addition, a withdrawal fee in the amount of \$65 per class will be automatically charged to the credit card on file if a student must be withdrawn from class(es) AFTER January 1st.

SCHEDULE/CLASS PLACEMENT:
Class placement is at the discretion of the teachers and studio directors. We ask that you please trust our expertise as we have the student's best interest at heart.

LIABILITY WAIVER & PHOTOGRAPHY CONSENT

As a participant or as a parent/guardian of a participant of Donna Lee Studio of Dance, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume full risk of any injuries, including damages, death or loss which may be sustained as a result of participation in any activities connected with Donna Lee Studio of Dance. I agree to waive and relinquish all claims against Donna Lee Studio of Dance and its faculty members from any and all claims resulting from participation in the program. In case of accidents or sickness, I consent to emergency medical care for my child/myself to be provided by ambulance or hospital personnel. I acknowledge the contagious nature of COVID-19 and other contagious diseases and viruses and voluntarily assume the risk that I and/or my children may be exposed to or infected by COVID-19 by attending and participating and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 and other contagious diseases and viruses may result from the actions, omissions, or negligence of myself and others, including, but not limited to, employees, volunteers, and program participants and their families.

I consent to the use of my child's/my photograph in brochures, programs, slide presentations, publications, and social media outlets.

PAYMENT AGREEMENT

I understand that I am enrolling my child in a 9-month dance term. I understand that I must keep an active credit card on file and that my card will be automatically charged every month on the day of my choice (the 1st or the 10th of the month). I also understand that my monthly payment will not be pro-rated based on the number of lessons in a month. Payment is always due in full each month.

CANCELLATION AGREEMENT

I understand that if I decide to withdraw my child before completing the 9-month term, I will be responsible for notifying the studio office and paying any outstanding balance due. If I withdraw my child from a class/es after January 1st, I will incur a cancellation fee of \$65.00 per class. Accounts will be cancelled as of the date the office is notified, regardless of prior attendance. I understand these fees will be charged to the credit card on file.

Print

Your signature

Type account name (your signature)

Donna Lee

Agreement date

08/13/2020

☒ BY CHECKING THIS BOX, I ACCEPT THE PRECEDING AGREEMENTS

Policies

Account info

Parents

Emergency contacts

Payment info

Students

Next

Step 4: Please fill in your account info and proceed to the next page where you as the parent will fill in your information.

Account info

Parent info

Account registration

Account info

All highlighted fields are required.

First name

Donna

Last name

Lee

Address

61 NE 14th St, Homestead

City

Homestead

State

FL

Zip

33030_

Phone

305-247-3826

☒ Subscribe to updates via texting.

Email

donnaaleestudioofdance1978@gmail.com

Billing frequency

Monthly Tuition

Parent 1 info

All highlighted fields are required.

Name

Donna Lee

Home phone

305-247-3826

Work phone

Work phone

Cell phone

305-247-3826

☒ Subscribe Donna Lee to updates via texting.

Email

donnaaleestudioofdance1978@gmail.com


Save

Step 5: You will be asked to enter an emergency contact and a credit card to keep on file.

Emergency Contact Info

Emergency contact 1 info

All highlighted fields are required.

Name 




Home phone

Credit Card Info

Account registration

Enter new credit card

All highlighted fields are required.

Card type   

Card number
Please enter a valid card number.

Exp. date

First name

Last name

Address

City

State

Zip

☒ Use credit card for recurring billing?

☐ Use account address


Step 6: Next you will be asked to add a student and input their information.

Add a student

To add a new student, start by entering the student's first and last name.

First name

Last name



Account registration

Info

All highlighted fields are required.

First name

Last name

Gender ☒ Female ☐ Male

Address

City

State

Zip

Home phone


Cell phone

☒ Subscribe to updates via texting.

Email

School

Grade

Birthday 

Age

Step 7: Please specify which type of class you would prefer your dancer(s) to be in. Type: "In Studio" or "Virtual".

Account registration

Donna Lee

Notes

General notes [Add note](#)

Medical notes [Add note](#)

Allergy notes [Add note](#)

Step 8: Please select, "Request" next to the class name "FALL 2020/2021 - ALL STUDENTS". You will then be asked you to confirm your selection.

Account registration [Cancel registration](#)

Donna Lee

Classes

Select the class(es) you'd like to register for below by clicking **Request** for each class. To search/filter the class listing, click the **More options** link. Once you're ready to submit your registration info, click **Submit requests**.

Fall 2020/2021 [More options](#)

Class	Teacher
FALL 2020/2021 - ALL STUDENTS Mon - 1:00am - 2:00am Ages: 3 - 18 Room - (Key 30001)	No teacher assigned

[Request](#)

Request class

Click **Request** to confirm that you'd like to request enrollment in this class.

FALL 2020/2021 - ALL STUDENTS
Mon - 1:00am - 2:00am
Session: Fall 2020/2021
Teacher: No teacher assigned
Ages: 3 - 18
Room - (Key 30001)

⚠ Student is not within class age range.

[Request](#) [Cancel](#)

Step 9: You will then be asked to confirm your selection. A green button will appear to the right of the screen stating, "Submit Requests". Click this button. Next, a blue button will appear stating "Submit Requests", click this button.

Student registration

Cancel registration

Donna Lee

Classes

Select the class(es) you'd like to register for below by clicking **Request** for each class. To search/filter the class listing, click the **More options** link. Once you're ready to submit your registration info, click **Submit requests**.

Fall 2020/2021

More options

Class	Teacher	
<div> <div>FALL 2020/2021 - ALL STUDENTS</div> <div>Mon - 1:00am - 2:00am</div> <div>Ages: 3 - 18</div> <div>Room - (Key 30001)</div> </div>	No teacher assigned	<div>Submit requests</div> <div>Pending submission submit/cancel now</div>

Submit requests

Review your class selections below, then click **Submit requests** to submit them to the studio for approval.

Class	Actions
<div> <div>FALL 2020/2021 - ALL STUDENTS</div> <div>Mon - 1:00am - 2:00am</div> <div>Session: Fall 2020/2021</div> </div>	<div>Remove</div>

Submit requests

Cancel

Step 10: To verify the billing frequency is "Monthly Tuition", click "Ok". Once the confirmation appears you have successfully completed your registration request! A confirmation message will appear confirming your request. You will receive an email confirmation of your registration within 3-5 business days.

Select your billing frequency

Billing frequency

Monthly Tuition

OK

Cancel

Donna Lee Studio Confirmation & Payment Info.


Thank you for successfully completing your request to reserve a spot for your dancer at Donna Lee Studio of Dance!!! We can't wait to make memories!! You will receive confirmation of your registration and a receipt for payment within 3 business days. In the event that the class(es) you requested is full, we will also notify you within 3 business days and your payment will NOT be processed. Thank you for choosing Donna Lee Studio of Dance to nurture your child's passion!

OK

Step 11: If you would like to add additional dancers proceed by clicking yes and following steps 6-10.

Add another student

Would you like to add another student?



Thank you for successfully completing your
registration request!

For further questions or concerns please contact us
at (305) 247-3826 or
donnaleedance5678@gmail.com.

Donna Lee
Studio of Dance

