



The Martha Hicks School of Ballet Inc.

2384 Yonge St. West Side 2nd Floor, Toronto, ON, M4P 2E0
Phone: 416.484.4731 e-mail: office@mhsb.ca

Family ID = New

For Office Use Only
Confirmation Letter

Handed To Mailed

Registration Form (2009-2010)

To register with The Martha Hicks School of Ballet (herein after "the School") for the 2009-2010 school year, please complete the information listed below.

Family Information	
Last Name:	Home Phone:
Primary email address where information for parents should be sent:	Alternate email address where information for parents should be sent:
Primary email account holder's relation to student (eg Mom, Dad):	Alternate email account holder's relation to student (eg Mom, Dad):
<input type="checkbox"/> I do not have an email address	

Student Information				
First Name	Last Name	Birthday	Health/Allergy Info	Special Attention Required
<i>Please add new students below.</i>				
New				
New				
New				
New				
New				

Address Information					
Type	Street Address	City	Province	Postal Code	Family Member at this Address
<i>Please add address information below.</i>					
Main	<i>To specify an additional address where information for parents should be sent please add the address below.</i>				
Alternate	<i>To specify an additional address where financial information should be sent please add the address below. If not specified, financial information will be sent to the main address.</i>				
Billing					

Please turn over

Contact Information

Relationship to Student	First Name	Last Name	Home Phone	Work Phone & Extension	Cell
Please ensure we have an emergency contact on file.					
Emergency Contact					
Doctor					

WAIVER - PLEASE INITIAL IN BOX

The undersigned agrees to save harmless, indemnify and release the School, its officers and directors, employees, volunteers, successors and assigns (the "Releasees") from any liability, cause of action or damages howsoever caused, including but not limited to any act, error or omission on the part of the Releasees. The undersigned acknowledges the risks of the instructional program and voluntarily assumes all such risk.

The undersigned agrees to release the Fairlawn Heights United Church, Lawrence Park Community Church, The Anglican Church of St. Clement, Armour Heights Presbyterian Church, and St. Cuthbert's Anglican Church or other third party facilities, their staff and members from all claims for damages that are caused by or arise from the participation of the registrant named herein during the instructional program of the School.

The undersigned authorizes the School to take all reasonable steps to respond to a medical or other emergency, including but not limited to the providing of immediate first aid and obtaining professional medical assistance.

I have read, understood and agree to the foregoing terms and conditions.

Signature of Parent or Authorized Guardian

Date

The undersigned acknowledges that the information collected above is required to complete the registration process and will be used for the following purposes: to prepare class or group lists, to assess the experience and skill level of the student, to contact parents and guardians in case of emergency or at other times, to keep you informed of School news and events, and to maintain accounting and business records. The undersigned consents to the collection and use of this information by the School.

I have read, understood and agree to the terms and conditions as outlined in the Registration Procedures, Studio Policy, and Withdrawal Policy forms included in this package.

Signature of Parent or Authorized Guardian



FOR PAYMENT OF 2009 - 2010 SCHOOL FEES BY CREDIT CARD

Family id# (to be filled out by MHSB staff) _____

Student's Name: _____

Name of Cardholder: _____

Cardholder's home phone #: _____

Best phone # to be contacted at: _____

I authorize The Martha Hicks School of Ballet Inc. to charge lesson fees to my **Visa** **Mastercard**

1 complete payment on **the date your registration is processed**. For complete payments made prior to August 1st, 2009 a 5% discount will be applied.

4 equal payments on: **the date your registration is processed; October 19th, 2009; December 7th, 2009; and February 1st, 2010.**

The amount that will be charged to your credit card is on your registration receipt. If changes are made to your child's enrollment, this amount may change. In the event of a change, you will be provided with a new, updated registration receipt which will indicate the revised amount. Reminder: it is your responsibility to provide us with new information regarding a replacement card, insufficient funds, or expiry date change. An administration charge will be added to your account if you fail to do so.

Card #

Expiry Date: / inform us if / when this date changes CSC (credit card security code)*:

*What is a CSC and why must I provide this? A CSC or Credit Card Security Code is the 3 digit number found on the back of your VISA or MasterCard and is typically a separate group of 3 digits to the right of the signature strip. It is often asked for by merchants for them to secure "card not present" transactions occurring over the Internet, by mail, fax or over the phone, thus reducing credit card fraud when the cardholder is not present in person.

Signature: _____



2009 - 2010 CLASS REQUEST SHEET

family id# (to be filled out by MHSB staff) _____

All new students must complete this form and return it with their registration package. It is very important to fill out a **2nd option** for each class requested. We will do our very best to grant you your first choice, but less disappointment is likely if you have considered a 2nd choice!

student's name: _____

home phone #: _____

CLASS REQUESTED	2 nd CHOICE
level: _____	_____
day: _____	_____
time: _____	_____
location: _____	_____

ADDITIONAL CLASS REQUESTED	2 nd CHOICE
level: _____	_____
day: _____	_____
time: _____	_____
location: _____	_____

In order to be placed in the appropriate level, new students over the age of 10 may need to be assessed. Please refer to the **registration procedures for new students** for details.