



Classical Ballet
Contemporary
Flamenco
Jazz
Tap

Martha Brem, Artistic Director
August 2016- June 2017

WELCOME TO ARTISAN SCHOOL OF DANCE

The foundation for every dancer is based on classical ballet. At Artisan School of Dance ("ASD"), we specialize in classical ballet instruction. In addition, we encourage our students to be well-rounded in other areas of dance. We offer instruction in tap, jazz, flamenco and contemporary.

Through classical ballet instruction, our dancers receive the benefits of discipline, grace, balance, full-body strength and coordination. In addition, they gain music appreciation, self-confidence and interpersonal skills. ASD engages highly qualified instructors with over 100 years of combined classical dance training, knowledge and personal experience. Our dancers are instructed in the proper fundamentals and advanced techniques of classical ballet which are paramount to the development of a well-rounded, disciplined dancer.

ASD offers two performance opportunities for its students each year--the holiday classic, the Nutcracker and a themed Spring Performance. The Nutcracker is hosted by Artisan Ballet Company ("ABC"), a non-profit tax-exempt ballet company created to provide additional classical dance instruction and performance opportunities for the northwest Houston community. Students may audition for participation in the Nutcracker, held the second weekend of December at the Berry Center. All enrolled ASD students participate in the Spring Performance in early June.

RETURNING FAMILIES

Returning dancers and families-- please review the policies and procedures carefully as some items have been updated and some have changed. As the school grows, we have found the need to standardize administrative tasks for registrations, payment collections, etc.

ASD IS UNABLE TO:

- Divide costume fees into installments.
- Make alternative payment arrangements. Please seek financing options outside of ASD.

Please consult with Martha Brem to ensure you are registering for the proper class.

POLICIES

Registration and Waivers: All new *and returning* students must complete a registration package including waivers and class enrollment. Registration paperwork initiates the development of the class roster from which costumes are ordered and choreographies are based. Attendance of classes without registration may result in costume ordering and tuition billing errors. New and returning students need to complete registration paperwork annually. It is important that ASD know how to reach parents in the event of emergency and for communication purposes.

Communication: All communication is via e-mail and web-site therefore it is very important that Artisan have a current e-mail address that is regularly reviewed. Artisan cannot guarantee regular communication if the email provided is not valid or changes. Please contact Artisan via email: artisandance@sbcglobal.net if you have any questions or need to update your email address. Additional information will be posted at the website: www.artisanschoolofdance.com.

Please communicate email any illnesses/ injuries or family/ school events that require your student to miss class via text or email.

Add / Drop / Make-up of Classes: If you plan to register for a class, please fill out registration forms at the front desk.

To drop a class, written notice to the attention of Martha Brem is required two weeks before the end of the month in which you will stop taking the class (approximately the 15th of the month). If you choose to stop attending the class in the middle of the month, you will not be refunded any pro-rated amount for classes not attended. We encourage the students to finish out the month. Exigent circumstances will be considered on a case-by-case basis at Martha Brem's sole discretion.

If your daughter or son will miss a class, please e-mail Artisan in advance. There are no make-up classes unless there is a justifiable reason for the absence (e.g., illness or injury) and with a doctor's note. To schedule the make-up, please email Artisan to be advised of your options. When a student attends a class they do not normally attend, this is difficult for the teacher and child due to the class instruction that was designed for that class and level of dancer.

Tuition and Other Charges: Tuition and other fees, including, but not limited to costume and production fees are not pro-rated and are non-refundable. Please refer to the "Class Tuition and Payment Plans" for additional information about tuition. THE MONTHLY PAYMENT PLAN IS AN 11- INSTALLMENT PLAN AND INCLUDES AUGUST AND JUNE PAYMENTS. TUITION PAYABLE EACH MONTH DOES NOT REPRESENT THAT PARTICULAR MONTH'S TUITION. SOME MONTHS ARE LONGER OR SHORTER DUE TO HOLIDAYS AND THE INDIVIDUAL CALENDAR. FOR CONVENIENCE IN CALCULATING THE AMOUNT PAYABLE MONTHLY, TUITION FOR THE ENTIRE SCHOOL YEAR HAS BEEN DIVIDED INTO 11 PAYMENTS DUE ON THE FIRST OF THE MONTH, AUGUST THROUGH JUNE. If your dancer starts mid-year, tuition payments are payable for 11 payments reduced by the previous months. The tuition and curriculum for dance education is structured based on a year-long commitment, with the dance year defined as August through June.

Students must be in good standing financially with Artisan School of Dance, Artisan Ballet Company (if applicable) and Artisan Flamenco Company (if applicable) to participate in classroom instruction, productions (Nutcracker, Spring Recital) demonstrations and other activities, and to pick up costumes, pictures or DVDs or any other ordered materials. It is your responsibility to respond to payment inquiries and to ensure payment has been received.

Method of Payment: Artisan accepts payment by cash, check, or credit card. *Reminders or bills for tuition or other fees are not sent out.* There will be a late fee of \$25.00 in the event that your monthly tuition is not paid by the 5th day of the month. ***Those electing a monthly payment plan must have a valid credit card on file.*** Parents are responsible for updating expired or cancelled credit card information in a timely manner.

Note: Payment is due on or before the 1st and late by the 5th no matter what day your dancer attends class, holidays or weekends. Early payments are accepted.

All payments for tuition, costume, production fees, etc. must be made by the stated due date to avoid late charges of \$25 per charge. ASD does not want to collect late fees. We simply need to process payments efficiently for each period and type at the same time to minimize administrative costs. Late fees are charged per dancer.

Balances greater than 60 days accrue interest at the maximum lawful rate allowable in the state of Texas. Artisan engages a collection agency to assist with past due balances. The fee for any returned (NSF) checks is \$40.

Spring Production: All students are expected to participate in the Spring Production which is held the second weekend of June. ***Participation requires payment of separate production and costume fees in advance.*** Production fees are \$95 per dancer (\$75 for additional siblings.) Costume fees are per costume and range from \$80-105 based on size. Each class has one costume. For example, if Ballet 4 meets two times a week, there is one costume. Tap, Jazz, Contemporary and Flamenco have one

costume unless a dancer is enrolled in more than one level. Additional accessories such as but not limited to tights, shoes, etc. are not included in the costume fee and may be required.

Dancers enrolling after February 2017 are not eligible to participate in the recital. There is not enough time for new students to learn the choreography. Any exceptions to this policy must be approved by Martha Brem.

As a convenience to ASD families, ASD arranges for in studio pictures and production DVDs with outside vendors. Finished products are delivered to the studio for pick up. Tshirts and trophies are offered for sale by Artisan. It is each family's responsibility to pick up these products within 3 months of each event. ASD is not responsible for items left after this time.

Discounts

Artisan offers several discounts related to fees. Tuition can be prepaid by the semester for a 5% discount or by the year for a 10% discount. Registration fees for returning students are waived for registrations before July 31st. Siblings receive 10% off of the lesser tuition amount and the second production fee is reduced by \$20.

Off Campus PE

Artisan offers off campus PE for CFISD, TISD, KISD, HISD and other districts upon request. Due to the administrative requirements to process off campus PE hours and submit grade reports, the fee for off campus PE is \$100 per year.

Class Etiquette:

Students are expected to have a positive attitude and be respectful of teachers and other students at all times. Teachers reserve the right to dismiss any student for any reason, especially if he or she disrupts the class or is disrespectful.

No cell phones, iPods, or any other electronic devices are allowed in the classroom during class. Additionally, please do not bring toys, books, cameras or any other items not related to the class into the classroom. No drinks, gum, candy, or food is allowed in class. No jewelry or other loose items are to be worn during class.

Students are expected to have a positive attitude and be respectful of teachers and other students at all times. Teachers reserve the right to dismiss any student for any reason, especially if he or she disrupts the class or is disrespectful.

Please be respectful of the times when the classes begin and end. Try to arrive a little early to ensure that the student is ready for their class and does not interrupt a class already in progress. Doors will remain closed during class time.

Safety: Safety is of utmost important to us. Please escort young dancers to and from the studio. Dancers waiting for pickup should remain in the building until their parent is in front of the door. Dancers under the age of 10 and all siblings should not be left unattended in the lobby. Please pick up your dancers promptly at the end of class. The studio closes at 9pm.

Class Placement: Students will be placed in a class level that is determined at the sole discretion of the Director. New students may be asked to take a "placement" class to help determine which level is most appropriate for the student.

Inclement Weather: Artisan follows the Cy-Fair School District decisions for any closings due to inclement weather. This means that if Cy-Fair District is closed due to inclement weather, Artisan will also be closed until conditions improve. If unsure, please call (832) 717-3263 or (281) 704-9139 to verify.

Class Attire: It is very important that the students follow the dress code for ALL of the dance classes

- Ballet – hair must be in a bun (no exceptions)
- Other classes – prefer bun (minimum requirement is ponytail and pulled back from face)
- A bun is required for all Advanced Classes.
- No jewelry should be worn.
- Dancers are encouraged to wear clothing to cover up their dance attire and street shoes when arriving and departing.
- **All dance bags and personal items should be stowed in the cubbies in the lobby during classes.**
- We recommend dance attire to be purchased from stores such as Fancy Dancer / Jazz Rags or Costumes & Dancewear.

Pre-Primary Ballet/ Tap Combo: Pink petal sleeve ballet dress with attached sheer skirt Pink ballet slippers and thin white socks or pink tights Tan tap shoes with elastic tap ties	Tap, Jazz and Contemporary Classes (Elementary and Above): Black camisole leotard with -Black sheer skirt for tap -Black footless tights for Jazz and Contemporary Tan tap shoes for tap Tan jazz shoes for jazz Barefoot, ballet slippers or any toe/foot sole pads for Contemporary class* *Instructor will specify what is needed for production.
Primary Ballet/ Tap Combo: White petal sleeve ballet dress with attached sheer skirt Pink ballet slippers and thin white socks or pink tights Tan tap shoes with elastic tap ties	Flamenco Classes: Black camisole leotard Flamenco skirt Flamenco or characters shoes Castanets – only required for Intermediate and advanced
Ballet I and up: Basic solid black camisole leotard* Pink ballet slippers with pink ballet tights Optional – light pink leg warmers – color must match tights	*Basic Black Camisole Leotard (Artisan prefers Mirella: 201-basic, 202-pinch, 207-princess) <u>Note: No words, designs or jewels are allowed on any of the dance attire.</u>
Male Ballet Students: White fitted dance shirt Black fitted dance shorts (Pre-Primary to Level IV) Black men’s tights with dance belt (level V and up) White or black ballet slippers and white socks	*Basic Black Camisole Leotard (Artisan prefers Mirella: 201-basic, 202-pinch, 207-princess) <u>Note: No words, designs or jewels are allowed on any of the dance attire.</u>

During the cold weather, the students in the 3 year old thru Primary classes may wear a ballet (light) pink wrap ballet sweater during class. The Ballet I and up classes may wear a solid black ballet sweater, solid black ballet shorts, and ballet (light) pink leg warmers which must match the tights – no designs or stripes.

Please keep this information in your files for reference throughout the year. Thank you for choosing Artisan School of Dance. If you have any questions or concerns, please e-mail artisandance@sbcglobal.net or call us at (832) 717-3263. Information is also on our website: www.artisanschoolofdance.com

SUMMER INTENSIVES AND PROGRAMS

Artisan holds several summer programs and intensives during the summer: Advanced, Intermediate, Young Dancer and Dance Like a Princess (Prince). Programs are subject to change each year. Artisan does not hold regular classes during the summer.

ARTISAN BALLET COMPANY

Artisan Ballet Company (ABC) is a non-profit 501(c)3 organization established to encourage a love of classical ballet to both young dancers and the community. Our goals reach beyond just teaching our dancers the foundations of classical ballet. Artisan Ballet Company will strive to provide the finest education and training necessary for the future dancers, choreographers and teachers of tomorrow. Members of ABC are selected by invitation only and exhibit talent and a dedication to learning classical ballet technique. Invitations may be issued by audition. ABC members are required to take additional classes and rehearsals that may be held during the week and/or weekends. In addition, ABC members must attend at least one Artisan Summer Intensive. Artisan Ballet Company presents the Nutcracker each December and a themed performance in the spring.

ARTISAN FLAMENCO DANCE COMPANY

Artisan Flamenco Company (ABC) is a non-profit 501(c)3 organization established to provide additional performance opportunities and to share the cultural heritage of Flamenco with the community.

PROFESSIONAL PROGRAM

Artisan School of Dance offers a specialized training for dancers interested in pursuing dance post high school (in college or professionally.) The professional ballet training program at Artisan is recommended to be taken as a full-time four-day-a-week program combined with Artisan School of Dance classes offered in the regular class program. Students must audition with the teacher and the Artistic Director to be accepted into the program and be at least 11 years of age to be considered. Performing opportunities: Students must be enrolled full-time (4 days a week) to perform with the professional level program in year-end and other special events and must be enrolled as students of Artisan School of Dance. Students considering the professional program option should be taking a minimum of 6 hours of ballet classes per week. *There is no part-time option for the professional program. All Artisan ballet classes are instructed by highly qualified professionals.*



2016 – 2017 Enrollment Application and Contract

One form per dancer – Please print

Student's Name: _____ Age: _____ Birth Date: ____/____/____ Grade: _____ School District: _____

Address: _____ City: _____ Zip: _____

Primary E-Mail: _____ Alt. E-Mail: _____

Parent's Name: _____ Home Phone #: _____ / _____ / _____ Cell #: _____ / _____ / _____

If new student, how did you hear about Artisan: Drive by _____ Friends _____ Website _____ Other: _____

Any additional comments or information: _____

Injury Waiver

_____, the parents of _____, hereby represent to Artisan School of Dance that he/she (the student) is in good health and has no history of any medical or physical condition(s) that could place the student at risk because of said conditions.

The parents hereby acknowledge that they have been informed by Artisan School of Dance of the nature of the instruction that their child will receive and that such instruction involves physical exercise and stress, which could result in injury. It is further agreed that the parents hereby waive all claims of liability and cannot hold Artisan School of Dance responsible for any injury incurred during the course of instruction.

We have received and read the Injury Waiver statement of policy and agree to abide by the conditions set forth herein.

Parent's Signature

Date

Picture / Video Waiver

Artisan School of Dance uses a variety of resources to publicize our dance school. Please sign below giving permission to use photographs or other electronic images of your child on the Artisan School of Dance website, newspapers, marketing brochures, publications, newsletters, or promotional videos (student names will never be published on promotional material without additional permission).

Parent's Signature

Date

Tuition Payment Plan

I have read and understood the payment plans for the tuition (Aug through June – 11 months) and agree to the following payment plan.

___ Full payment – 10% discount – due upon registration

___ Semester (2) payments – 5% discount – due upon registration and Jan 1st (no discount after Jan 5th)

___ Monthly (11) installment payments – due the first of each month (late fees occur after the 5th of each month) If electing the credit card option, card on file will be charged at the beginning of each month. Parent is responsible for updating credit card information in the event of expiration or cancellation. THE MONTHLY PAYMENT PLAN IS AN 11- INSTALLMENT PLAN AND INCLUDES AUGUST AND JUNE PAYMENTS. TUITION PAYABLE EACH MONTH DOES NOT REPRESENT THAT PARTICULAR MONTH'S TUITION. SOME MONTHS ARE LONGER OR SHORTER DUE TO HOLIDAYS AND THE INDIVIDUAL CALENDAR. FOR CONVENIENCE IN CALCULATING THE AMOUNT PAYABLE MONTHLY, TUITION FOR THE ENTIRE SCHOOL YEAR HAS BEEN DIVIDED INTO 11 PAYMENTS DUE ON THE FIRST OF THE MONTH, AUGUST THROUGH JUNE.

(Note: This copy will be kept in the students file as a reference to which payment plan you have agreed upon. The tuition must be paid in full before the student will be permitted to participate in the Artisan Spring Production or any other special activity such as but not limited to the Nutcracker and "picture days".) Unpaid tuition is subject to referral to a collection agency.

Parent's Signature

Date

Additional Fees, Policies and Procedures Acknowledgement

___ (initial) I have read and understood the Artisan School of Dance Policies and Procedures.

___ (initial) I have read and understood the fee payment for costumes (due Oct 27th)

___ (initial) I have read and understood the fee payment for the spring production (due Jan 31st)

___ (initial) I have read and understood that all fees are non-refundable including tuition, costumes, production fee, etc.

___ (initial) I have read and understood that communication is via e-mail and Artisan's website. It is my responsibility to ensure that Artisan has my most current email address. I will notify Artisan if I am not receiving emails.

CREDIT CARD: TO AVOID LATE FEES, you may provide your credit card information to Artisan. See attached form.

Class Tuition

August 2016 – June 2017

Total Weekly Class Hours <i>Per dancer*</i>	Monthly Payment Plan 11 payments	Semester Plan 2 Semester Payment Plan (Aug-Jun) 5% Discount	Second Semester Only 1 Semester Payment Plan (Jan-June) 5% Discount	Annual Payment Plan 1 payment at registration 10% Discount
¾ - 1 hour	\$76	\$397	\$433	\$752
1 ¼ - 1 ½ hour	\$94	\$491	\$536	\$931
1 ¾ - 2 hours	\$110	\$575	\$627	\$1,089
2 ¼ - 2 ½ hours	\$127	\$661	\$721	\$1,252
2 ¾ - 3 hours	\$141	\$736	\$803	\$1,394
3 ¼ - 3 ½ hours	\$160	\$833	\$909	\$1,579
3 ¾ - 4 hours	\$176	\$920	\$1,003	\$1,742
4 ¼ - 4 ½ hours	\$193	\$1,006	\$1,097	\$1,906
4¾ - 5 hours	\$217	\$1,132	\$1,235	\$2,145
5 ¼ - 5 ½ hours	\$230	\$1,202	\$1,311	\$2,277
Unlimited Ballet	\$250	\$1,306	\$1,425	\$2,475
Unlimited Ballet + 1 Additional Class●	\$265	\$1,385	\$1,511	\$2,624
Unlimited Ballet + 2 Additional Classes●	\$277	\$1,447	\$1,579	\$2,742
Professional Program or Unlimited Ballet + 3 or more Additional classes	\$290	\$1,515	\$1,653	\$2,871

●Additional Classes include Tap, Jazz, Flamenco and Contemporary. Costume fees apply to each class type taken.

◆Siblings paid by same household are discounted 10% for the lesser tuition.

Trial class or pay by class: 1 hour - \$25

1 ½-2 hour - \$35

Private lessons: ½ hour - \$40-50

Semi-Private (2 students): ½ hour - \$35-40

1 hour - \$75- 80

Annual Registration: July special - \$0*

New student - \$50

Returning student - \$25

Additional family members - \$20

Additional Fees:

Spring Costume Fee (\$80 - \$105 each)

Spring Production Fee: \$90 first dancer, siblings \$75

Off Campus Administration Fee: \$100 per student

Late fees: \$25 per month, per charge NSF Checks \$40

***payment of first tuition installment required at registration.**

Costume fees are based on size ordered. It is the parent's responsibility to order the proper size. For example, the larger the size, the more it costs from the manufacturer. Please order the size that best fits. There are no exchanges. Each costume is ordered for a specific student. Bulk manufactured costumes are not custom fit. Any additional alterations are the responsibility of the parent. For Ballet levels 6 and above, a rental costume may be substituted for a purchased one.

Tuition and Other Charges: Tuition and other fees including, but not limited to, costume and production fees are not prorated and are non-refundable. The monthly payment plan is an 11 month installment plan and includes August and June payments. Tuition payable each month does not represent that particular month's tuition. Some months are longer or shorter due to holidays and the individual calendar. For convenience in calculating the amount payable monthly, tuition for the entire school year has been divided into 11 payments due on the first of the month, August through June. If your dancer starts mid-year, tuition payments are payable for 11 payments reduced by the previous months.

There are two productions a year: The Nutcracker (hosted by the Artisan Ballet Company) and the year-end Spring Production. Tuition fees include instruction only. Participation in the Nutcracker is encouraged but optional. Additional fees to cover rehearsals and costume rental are required.

Fees for costumes and production are separate. Tickets are required to be purchased for each performance. Dance attire, dance shoes, accessories are the responsibility of each dancer. Photography and DVDs of the performance are for the convenience of the students and are paid to separate vendors. Artisan is not responsible for unclaimed pictures and DVDs, t-shirts or trophies after 90 days of delivery.

Class Tuition

August 2016 – June 2017

STUDENT NAME: _____

(one form per student please)

Class Selection

	Class Name	Class Time	Hours
1			
2			
3			
4			
5			
6			
7			
	Total Hours		

I have read and understood the payment plans for the tuition (Aug through June – total of 11 months) and agree to the following payment plan:

- Annual payment plan – 10% discount – due upon registration
- Semester (2) payments plan – 5% discount – due upon registration and Jan 1st. Note: \$25 late fee if paid after the 5th
- Second Semester (1) payment plan – 5% discount (valid after Dec) – due upon registration
- Monthly (11) payments plan (includes Aug and June) – charged between first and fifth of each month. May elect to have credit card on file for this option. Parent is responsible for updating card upon expiration or cancellation. Parent also responsible for follow up if card declined.

◆ Siblings – 10% discount deducted on the lesser amount of the tuitions.

Other Fees:

- \$100 Off Campus PE Administration Fee, if applicable, (Annual fee) School:

- Registration Fee Circle One:

\$0 (Returning Students July 1-31) \$20 (additional siblings) \$25 (Returning Students) \$50 (New students)

Reminder bills are not sent out. If you receive a statement, your tuition and/ or fees are late and late fees apply.

Artisan accepts cash, checks, Visa, Master Card, and Discover.

(Note: This copy will be kept on file as a reference to which payment plan you have agreed upon. The tuition must be paid in full before the student will be permitted to participate in the Artisan Spring Production or any other special activity such as, but not limited to, the Nutcracker and “picture days” and to pick up merchandise such as DVDs, costumes, pictures, etc.) Note that tuition and fees are due on or before due dates regardless of class day, weekends and holidays. Tuition and other fees not paid on time is subject to a \$25 late fee per charge, per student. Tuition past due greater than 60 days accrues interest on the outstanding balance at the maximum lawful rate allowable in the State of Texas. Past due balances are subject to referral to a collection agency.

Parent’s Signature: _____

Date: _____

Class Tuition

August 2016 – June 2017

STUDENT NAME: _____
(one form per student please)

CREDIT CARD AUTHORIZATION

I authorize, Artisan School of Dance to charge tuition, costume and production fees to my credit card below based on the agreed upon due dates.

I acknowledge that payment of tuition and other fees is my responsibility and I am responsible for providing alternative payment in the event this card is cancelled, expires or is declined for any reason.

Cardholder's Name: _____

Cardholder's Signature: _____

Student's (s) Name(s): _____

Card Type: Visa MasterCard Discover

Card acct number: _____

Exp Date: _____

Security Code: _____

Billing Address Zip Code: _____

For Artisan use only:

Payments:

	<i>Date</i>	<i>Amount</i>
<i>Registration</i>		
<i>August</i>		
<i>September</i>		
<i>October</i>		
<i>Costume Fee</i>		
<i>November</i>		
<i>December</i>		
<i>January</i>		
<i>February</i>		
<i>Production Fee</i>		
<i>March</i>		
<i>April</i>		
<i>May</i>		
<i>June</i>		

2017 Spring Costume Fees

Due: Thursday, October 27, 2016

When measuring the student, please keep in mind that these costumes are being ordered several months in advance so please allow for growth. The costumes are catalog orders from costume companies and are not custom made and therefore, may require some alterations. Artisan will not be responsible for any alterations.

STUDENT INFORMATION: (Please complete one form for each dancer)

Student's Name: _____

Girth Measurement: _____ Inseam Measurement: _____

Note: Please remember to add one or two inches to the dancer's measurement for growth. These costumes will be worn in the June 2016 Spring Production. Artisan is not responsible for incorrect sizing.

Costume Sizes and Prices: Please circle the size the student will be purchasing.

Note: Costume fees are per dancer, per class.

- | | | | |
|---|---|---|---|
| Child Small: \$80
(Girth: 42-44 inches)
(Inseam: 21 ½ inches) | Child Medium: \$80
(Girth: 45-49 inches)
(Inseam: 25 ½ inches) | Child Large: \$90
(Girth: 50-54 inches)
(Inseam: 28 inches) | Child X-Large: \$100
(Girth: 56-58 inches)
(Inseam: 30 ½ inches) |
| Adult Small: \$100
(Girth: 56-58 inches)
(Inseam: 31 ½ inches) | Adult Medium: \$100
(Girth: 59-61 inches)
(Inseam: 32 inches) | Adult Large: \$105
(Girth: 62-64 inches)
(Inseam: 33 inches) | Adult X-Large: \$110
(Girth: 65-67 inches)
(Inseam: 33 inches) |

Please fill in the class/ day/ Time the student will be participating in for the Spring Production.

Ex Ballet 5 / Mon/ 5pm	3)	6)
1)	4)	7)
2)	5)	8)

Total number of costumes ordered _____ X \$ _____ = Total Due \$ _____

Note: There will be an additional late fee of \$25.00 if paid after October 29th and \$50.00 late fee if paid after November 30th per student. These fees are non-refundable.

**No Costume will be ordered without payment.
 Artisan is not responsible for untimely delivery of late orders.**

For OFFICE USE ONLY:

Costume Fees: Date: _____ Amount: _____ Check/ Credit/ Cash
 Production Fees: Date: _____ Amount: _____ Check/ Credit/ Cash
 Late Fees: _____

2017 Spring Production Fee

Due: Tuesday, January 31, 2017

STUDENT INFORMATION: (Please complete one form for each student)

Student's Name: _____

Circle one:

First Student \$95

Siblings \$75

This fee covers *a portion of the cost* of the facilities, backdrops, props, guest artist(s), insurance, music licenses, security, sound and lighting crew, facilities crews, janitors and other related expenses.

Note: There will be an additional late fee of \$25.00 if paid after February 15th and \$50.00 late fee if paid after March 15th per student. These fees are non-refundable.

Optional: For your convenience and to avoid any late fees, you can provide information for Artisan to charge your credit card. The charge will be run on the due date for the costume fee and production fee. *If the card is declined, invalid, or cancelled at the time the charge is made and an alternate payment not provided, a late fee may be incurred.*

Type of card: MC Visa Discover

Card acct number: _____

Exp Date: _____

Name on card: _____

For OFFICE USE ONLY:

Costume Fees: Date: _____ Amount: _____ Check/ Credit/ Cash

Production Fees: Date: _____ Amount: _____ Check/ Credit/ Cash

Late Fees: _____