

# Mount Airy Performing Arts Center, Inc. 2011-2012 Registration Form

Registration Fee: Yearly \$50.00 per student or \$120 per family (3 or more students)  
This is non-refundable and is not deductible from tuition.

## Parent/Guardian Information

Name		Home Phone	
Address		Work Phone	
		Cell Phone	
		E-mail Address	

## Student Information

Allergies	
Medications	
Physical Limitations	
Previous Experience	
Name and Location of Studio	

This information helps us with class placement.

## Dance and Theatre Classes

Student's Name	Gender	Birth Date	Class	Day	Time	Hours
1	M / F					
2	M / F					
3	M / F					
4	M / F					

**Date of first class:** \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

A usage fee of \$40 will be applied to new student accounts upon registration for character shoes and skirts for Gr. 1 Ballet and up.

## Music Lessons

Please include best day and time. We will try to accommodate all requests to the best of our ability.

Student's Name	Gender	Birth Date	Teacher	Instrument	Day	Time	Hours
1	M / F						
2	M / F						
3	M / F						
4	M / F						

**Date of first class:** \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

PERMISSION STATEMENT: The above named person has my permission to attend MAPAC. I confirm that this person is in good health and I know of no reason why he or she is not able to participate in classes at MAPAC. I will not hold MAPAC responsible for loss, damage and/or injury associated with participation in classes or events. I hereby give my permission to MAPAC to call the above named person and/or doctor for treatment in the event of an emergency. I further agree not to hold any MAPAC official or staff member responsible for any illness, accident or injury that may occur in class or on MAPAC premises. I hereby verify that I fully understand and accept the above statement and Terms of Agreement. I understand that students in dance programs may need manual adjustment.

*I have read and understand the Registration and Billing Form and the Terms of Agreement and I accept the fees and terms of payment.*

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only  
Registration Date \_\_\_\_\_

Amount Paid \_\_\_\_\_



# Terms of Agreement

**Tuition:** Tuition is based on the school year August 27, 2011 through June 16, 2012. Tuition is based upon the number of classes/lessons per month and is billed in ten monthly installments. A \$50.00 annual registration fee (or \$120.00 for families of three or more) is due at the time of registration. Registration fees are non-refundable. Registration is confirmed only when payment has been received. A three month minimum enrollment is required for all classes and private lessons. Payment options are trimester term payments or monthly electronic fund transfers. Trimester term payments (13 weeks) may be paid in full by cash or check. An electronic funds transfer (EFT) agreement must be completed for monthly tuition submissions which will be automatically withdrawn on the 5<sup>th</sup> day of each month. A monthly \$2.00 service fee is added to all EFT withdraws. Students on a trimester payment plan will receive an invoice in the student folder approximately three weeks prior to the upcoming term. Past due accounts are subject to a **\$10 per week** late fee. All payments returned as Non-Sufficient Funds will automatically be charged a \$35 service fee. Accounts over 90 days past due will be turned over to a collections agency. All account discrepancies must be resolved prior to June 1, 2011. Discrepancies **will not** be revisited after this date.

**Student/Parent Responsibilities:** Students and parents are responsible for checking students folders on a weekly basis as well as all MAPAC bulletin boards, notices, and e-mails. All monthly newsletters will be posted on the MAPAC bulletin board and e-mailed to all students. These items contain important information and it is the parent's responsibility to check these diligently.

**Class Adjustment:** Class adjustment forms must be completed 28 days prior to the end of the trimester or 28 days prior to the next EFT withdrawal. Class adjustments received after the 28 day minimum will be subject to a \$20 administrative fee.

**Withdrawals:** A 30 day written notice is required to withdraw from classes/lessons using a MAPAC Class Adjustment Form and submitted directly to the office. No credits or refunds are given for early withdrawal. Under no circumstances will withdrawals be accepted verbally or through a student's teacher.

**Class Cancellations:** Published schedule is subject to change based upon registration. Please check MAPAC's answering machine for snow closings or in the case of a national emergency.

**Cancellation Policy:** Electronic Funds Transfer - The authority is to remain in full force and effect until contract expires or The Mount Airy Performing Arts Center, Inc. has received a 28 day written notice of cancellation or withdrawal to provide sufficient time to act upon the agreement. The Mount Airy Performing Arts Center, Inc. will not be liable for any special or consequential damages, whether direct or indirect for any wrongful debit to accounts. The Mount Airy Performing Arts Center, Inc. reserves the right to cancel and terminate this agreement at any time. Check or Cash Payments - A 28 day written notice of cancellation or withdrawal is required. No refunds or credits will be given for early withdrawal.

**Communications:** Upon registration each student/family is assigned a folder by their last name, which is located in the lobby. Each student/family is responsible for checking their folders on a weekly basis.

**Attendance and Tardiness:** MAPAC reserves the right to ask students to observe class when arriving more than 10 minutes late. Repeated tardiness may result in termination of a student's right to attend class(es). A minimum attendance standard is required. If a student misses more than 4 classes without written notice, MAPAC reserves the right to terminate the agreement.

**Studio Dress Attire:** Proper dress attire is strictly enforced beginning the third week of classes. To provide the most professional experience for your children, the faculty of Mount Airy Performing Arts Center, Inc. will strictly enforce the attire of all dancers. Proper hair and attire will prevent physical obstruction in dance class. Hair must be worn off the neck and out of the face for all dance classes. Pre-Primary Ballet and above must have their hair in a bun. Music and Theater students are asked to dress modestly with no overtly offensive logo's or language on their clothing. Standard studio attire is listed in the MAPAC handbook.

**Care of Students:** MAPAC is not responsible for providing before or after care for students. Parents with students under the age of 5 must remain in the school during classes. Parents must accompany their children under 10 years into the school and collect them from the lobby after class. Dance students must leave the school with their dance attire covered. Students displaying inappropriate behavior will be placed on probation until a parent teacher conference is held.

**Other Schools:** Students enrolled at MAPAC are not permitted to take classes of the same genre at other institutions or with non-MAPAC teachers without the specific written permission of the MAPAC Director.

**Manual Adjustment:** (Dance students only). Dance students often require manual adjustment, (hands on correction) in order to achieve correct alignment and body position. This is standard practice in dance training. All MAPAC dance faculty are specifically trained to adjust students in a non-invasive manner.

**Make-Up Policy:** Missed or cancelled classes may be made up within the term by attending a class of similar level at the student's convenience. There are no refunds or credits for missed classes. Private lessons, within the trimester, will only be made up if the instructor has openings in their schedule. There are no refunds or credits for missed lessons. A minimum of 24-hour notice for lesson cancellations is required.

**Examinations:** All dance, theatre and music students will be entered for examinations or presentation classes at the sole discretion of the MAPAC Director. Examination fees will be automatically billed to your account three weeks prior to the registration deadline. Students not wishing to participate must notify the office in writing no later than four weeks prior to the deadlines on the school calendar.

**Books and Materials:** Books and materials are not included in the tuition or registration fees.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Upon signature, the signee agrees to all of the above terms, tuition and policies of the Mount Airy Performing Arts Center, Inc.  
Please return with Registration Form