



Academy of Performing Arts
Home of Lone Star Jazz

*Registration Form/
Automatic Payment Consent Form*

Studio: _____ The Woodlands _____ Conroe-Maximum
 _____ Sacred Heart _____ TWCC
Program: _____ Dance _____ Music _____ Fitness

Date of Registration: _____

Please Print:

Student's First Name: _____
Medical Conditions: YES NO
Mom's Name: _____
Dad's Name: _____
Home Phone No.: _____
Add'l Emergency No.: _____
Address: _____
Zip: _____
Where did you hear Post Card School Flyer
about our studio? Friend/Colleague

Student's Last Name: _____
Explain: _____
Cell Phone No.: _____
Cell Phone No.: _____
Work Phone No.: _____
Emergency Contact: _____
City: _____
Email: _____
 Sign Banner Internet Other
Their Name: _____

Method of Payment: All charges will appear on your bank or credit card statement as Academy of Performing Arts – Home of Lone Star Jazz.

- Pay By Check # _____
- Discover
- American Express
- Advance - Semester
- Visa
- Other
- Advance - Monthly
- Master Card

Card Holder's Name: _____ Card No: _____
Card Holder's ID: _____ Expiration: _____ V-Code: _____

I hereby authorize Academy of Performing Arts – Home of Lone Star Jazz to charge my account the amount of \$ _____ on the 25th day of each month starting _____ and ending on or about _____.

\$ _____ on _____ for _____
\$ _____ on _____ for _____

I will give the school office one month's written notice from the first of the month to discontinue these charges. I understand the dance and music school policies on the back of this page and agree to abide by them.

Signature: _____ Date: _____

DANCE/DRILL TEAM

Registration Fee: _____
Programs Taking: _____

Costume Fee: _____
1 Recital Fee: _____

Entered By: _____

MUSIC

Registration Fee: _____
Programs Taking: _____

Fall Recital Fee: _____
Spring Recital Fee: _____

Date: _____



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Policies & Procedures
2009-2010

Registration: A non-refundable fee of \$50.00 per student is required yearly at time of registration

Payment of Fees: Tuition must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your bank account on the 1st day of each month from September-June or charged to your credit card the 1st day of each month. The month of September is non-refundable. Credit card or bank debt payments are not accepted for in-person payment on a monthly basis. Payment must be made by the pre-authorized automatic monthly payment. **All charges will appear on your bank statement as being from Walnut Grove School of Music & Dance.**

NSF Payments:

I hereby authorize the school to electronically debit my bank account for the amount of any NSF paper check or auto-debit transactions plus a \$30 NSF fee.

Costume fees for the year-end recital will be charged to your auto-debit or auto-credit card charge starting in October. No costume fees will be refunded after this date even if a student withdraws from the school. Costumes for competitive classes may require an additional fee depending on the cost of the costume.

Withdrawal and Refunds: There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the school office and not with the teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1st. To withdraw from classes a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting or credit card charges will stop after the one-month notice period. Academy of Performing Arts-Home of Lone Star Jazz reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

Extreme Weather or Unexpected Interruptions of Classes: IF the school must cancel classes due to extreme weather or events beyond or control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due these reasons will be given.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

Dance Dress Code: Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. For safety reasons dancers are not permitted to wear jewelry. Long hair must be tied back.

Make-up Lessons: You are allowed to do another class as a make-up class as long as you are eligible by ability. No make ups in competitive classes only tech and recital classes, as it gets closer to recital no make-ups in recital classes.

Dance Class Attendance and Tardiness: The school reserves the right to have students who come late to class, sit out the class. Repeated lateness may result in termination of lessons. A minimum attendance level will be required. If a student misses more than 4 classes without written notices, the school reserves the right to terminate lessons. Students missing more than 4 classes after January will not be allowed to participate in the year-end dance recital, festivals or competitions.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the bulletin board as well as website and emails sent out. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address, email or telephone number change.

Care of Students: The school is not responsible for providing before or after class care for students. Parents with students under the age of 5 are to remain in the school during classes. Students are not to be left at the school for excessive time before or after class.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES

Signature _____

Date _____