



Academy of Performing Arts  
Home of Lone Star Jazz

# Registration Form & Automatic Payment Consent Form

For Office Use Only	
Processed By	_____
Date Processed	_____
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> CK # _____
	<input type="checkbox"/> CC <input type="checkbox"/> CCOF _____
Amt Paid \$	_____

DATE OF REGISTRATION: \_\_\_\_\_ FREE TRIAL DATE: \_\_\_\_\_  
 CLASS(ES) YOU'RE REGISTERING FOR: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 CLASS(ES) YOU'RE REGISTERING FOR: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 CLASS(ES) YOU'RE TRYING FOR FREE: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 CLASS(ES) YOU'RE TRYING FOR FREE: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**FAMILY INFORMATION:** PLEASE COMPLETE ALL REQUESTED INFORMATION FULLY AND LEGIBLY

Mom's Full Name: \_\_\_\_\_ Email \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell#: \_\_\_\_\_ Home#: \_\_\_\_\_ Work#: \_\_\_\_\_  
 Dad's Full Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell#: \_\_\_\_\_ Home#: \_\_\_\_\_ Work#: \_\_\_\_\_

**BILLING INFORMATION:**

Payment Method: Check # \_\_\_\_\_  Card on File  Visa  MasterCard  Discover  American Express  
 If paying by credit card, Mom's Name on Card: \_\_\_\_\_ Dad's Name on Card: \_\_\_\_\_  
 Mom Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 If billing address is different \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Dad Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 If Address is Different on cc \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**RELEASE:** I hereby authorize Academy of Performing Arts – Home of Lone Star Jazz to charge my bank or credit card account the amount of the tuition fee as indicated by the Tuition Fee Schedule. I understand that said amount will be charged monthly on the 25<sup>th</sup> day of the month proceeding the month for which the tuition is applied. I also agree and understand that the initial tuition amount will be charged on the date of this agreement. I further acknowledge, agree and understand that the tuition rate may be subject to change without further notice and that any changes will be effective on the date indicated by Academy of Performing Arts via their website.

I further acknowledge, agree and understand that I am responsible for disclosing any medical conditions that my student may have and furthermore understand that my child may be at risk for injury commonly sustained as a part of an athletic or dance activity and hereby release Academy of Performing Arts – Home of Lone Star Jazz and any of its subsidiaries, instructors, owners, and/or employees from any liability for such injuries.

In addition, I agree to provide the Academy's office with a 30-day written notice from the 1<sup>st</sup> of the month should I elect to discontinue classes or should I wish to discontinue a method of payment. I further understand that under no circumstances will any refunds be issued for any tuitions, registration fees, costume fees, competition fees or any other fees that may be paid as a result of participation in any event, class, recital or competition in which Academy of Performing Arts is a part of.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT INFORMATION:**

Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Name Student Goes By: \_\_\_\_\_ Student's T-Shirt Size:  YS  YM  YL  AS  AM  AL  AXL  
 Student Lives With:  Both Parents  Mother  Father  Grandparents  Other \_\_\_\_\_  
 Student's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  Female  Male  
 Medical Conditions or Allergies, etc.: \_\_\_\_\_  
 Grade Entering 2017-2018 School Year: \_\_\_\_\_  
 School Attending 2017-2018 School Year: \_\_\_\_\_

**EMERGENCY NOTIFICATION INFORMATION:**

Emergency Contact Name (Other than parents): \_\_\_\_\_  
 Emergency Cell#: (\_\_\_\_) \_\_\_\_\_ Emergency Home#: (\_\_\_\_) \_\_\_\_\_

**ADDITIONAL INFORMATION:** THIS INFORMATION ASSISTS US IN PLACEMENT

Program:  Music  Recital-Dance  Non-Recital-Dance  Fitness/Technique  Competitive  Adult  
 Placement Evaluation  Gymnastics

**How did you hear about us?**  Post Card  Flyer  Banner  Internet  Studio Sign  Newspaper  
 Friend/Colleague \_\_\_\_\_  Other \_\_\_\_\_

# POLICIES AND PROCEDURES

**Registration:** A **non-refundable** fee of \$55 per student is required annually at time of registration (Sibling registration is \$50).

**Payment of Fees:** Tuition must be paid by automatic bank account debit, automatic credit card payment or in advance for the semester or year. Tuition will be debited from your bank account or charged to your credit card on file on the 25th day of each month for the following month's tuition through auto-pay. **We charge 1<sup>st</sup> and last month's tuition at time of registration.** If a parent elects to not use auto-pay, their account will be subject to a \$5 payment fee per class hour for regular tuition and \$7 per class per competitive classes. Please see our posted fee schedule on our website at [www.LoneStarJazz.com](http://www.LoneStarJazz.com); click on "Tuition" on the Registration drop-down tab.) Cancellation of your automatic payment is accepted only in writing and must be tendered as **a full 30 days in advance of the date you intend to cancel.** Any funds collected during that cancellation period will be non-refundable. All payments made by check or credit card on a monthly basis are subject to a late fee if they are not received prior to the 1st day of the month. Accounts not paid by the 1st day of the month will be assessed a \$20 late fee. **All charges will appear on your bank statement as being from Shaffer-Clark, Inc.**

## **Studio Payment Policy Fees:**

1. There is a decline credit card fee of \$10.00.
2. There is a returned check fee of \$30.00. (I hereby authorize the Academy to electronically debit my bank account for the amount of any NSF paper check plus a \$30.00 Returned check fee.)
3. There is a late tuition and competition fee of \$10.00 per class per month.
4. If account or competition fees fall behind 18% interest will be added to your balance at the end of each month until it is paid in full. (This includes competition fees, tuition, dancewear, and privates).
5. To attend Classes, Competitions, Recital, Privates, Master Classes, Dance Camps, & Workshops accounts must be current.
6. If account is behind by more than **one month** the dancer will not be permitted into class until account is current.
7. **IF THERE IS A PROBLEM PLEASE SEE OFFICE AS SOON AS POSSIBLE SO WE CAN HELP.**

**Competition Team:** If you are quitting competition team the fees still must be paid as costumes have been ordered and competition fees have been paid as well as there is **\$200.00 competition drop fee per team dance you are enrolled in (plus I agree and understand that all competition fees paid in full)** for all the numerous extra practices to redo all formations for the rest of the team dances you are on.

**Costume & Recital Fees:** Costume fees for the year-end recital will be charged to your auto-debit or auto-credit card charge on the date noted by Academy of Performing Arts. **Costume Fees are non-refundable**, even if a student withdraws from the Academy. Costumes for competitive classes may require an additional fee depending on the cost of the costume. Recital Fees are **non-refundable**.

**Withdrawal and Refunds:** There is a two-month minimum for all lessons. One-month's (30 days) notice from the first of the month is required to discontinue any classes. Withdrawal must be done via email and a withdraw form in front office. Drops are not accepted over phone or verbally. Withdrawal must be done through the Academy office and **NOT** with the teacher, instructor, assistant teacher or assistant instructor. Withdrawal must occur within the first 7 days of the month. **All Competitive Fees are non-refundable.** No withdrawals will be accepted after April 1st. All automatic bank debiting or credit card charges will stop after the full one-month notice period.

**Substitutions:** The Academy 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 Academy 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. We have a list of requirements at front desk.

**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 are allowed for competitive classes, only tech and recital classes. As it gets closer to a recital no make-ups classes will be allowed in recital classes.

**Holidays & Long Months:** The Academy does not hold regular classes on certain legal and celebrated holiday, including but not limited to New Year's Day, Good Friday, Easter, Spring Break, Memorial Day, The Week of Finals, 4th of July, Labor Day, Halloween, Week of Thanksgiving, and Christmas Break, nor do they offer a discount or refund for classes that would otherwise take place on those days. Please visit our website at [www.lonestarjazz.com](http://www.lonestarjazz.com) and click on the calendar. Additionally, The Academy recognizes that some months have more than four weeks and therefore some students may have an opportunity to enjoy classes as many as five times in one month. The Academy does not charge parents extra for those classes. We follow CISD calendar. See website for reminders

**Dance Class Attendance and Tardiness:** The Academy reserves the right to have students who come late to class, sit out the class. Excessive tardiness after 3 tardies will be considered the same as 1 missed class and will result in penalties as identified below. A minimum attendance level will be required. If a student misses more than 3 classes without written notices, the Academy reserves the right to terminate lessons. Students missing more than 3 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 activities, recitals, extra classes, and dates the Academy is open or closed. The Academy 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 Academy of any credit card numbers, credit card expiration dates, mailing address, email, or telephone number changes.

**Care of Students:** The Academy 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 building during classes. Students are not to be left at the Academy 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 Academy property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

**Photo Release:** The Academy is hereby granted permission to take photographs of the students to use in brochures, websites, studio social media, posters, advertisements and other promotional materials the Academy creates. Permission is also hereby granted for the Academy to copyright such photographs in its name.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICIES**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_