



PARENT/GUARDIAN INFORMATION

Parent/Guardian #1 Name Work # or Cell # Parent/Guardian #2 Name Work # or Cell #

Place of Employment E-Mail Address (for list serve) Place of Employment E-Mail Address (for list serve)

Street Address Home Phone #

STUDENT'S INFORMATION

_____/_____/_____
First Name Last Name Date of Birth Male or Female? _____

_____/_____/_____
First Name Last Name Date of Birth Male or Female? _____

_____/_____/_____
First Name Last Name Date of Birth Male or Female? _____

HOW DID YOU HEAR ABOUT US?

Internet search Brochure / Direct Mail / Door-Hanger
 Walk-In Constant Contact
 School Newspaper Referral; If so, whom may we thank? _____
 Community Newspaper Other; _____

EMERGENCY CONTACT INFORMATION

Emergency Contact Emergency Contact Phone #
(other than parent/guardian listed above)

CLASSES

STUDENT'S NAME	AGE	DANCE (y/n)	THEATER (y/n)	MUSIC (y/n)

ADDITIONAL PRIVATE LESSON (additional fees apply)

INSTRUMENT/VOICE	DAY/TIME	LOCATION	INSTRUCTOR	STUDENT'S NAME

We appreciate the confidence expressed in your decision to enroll with Metropolitan School of the Arts. We take our responsibility seriously and will provide the highest quality fine arts learning experience possible. To ensure you or your child's safety and enjoyment, we would appreciate knowing any medical problem or learning disability, which may affect participation. Please contact the director for a confidential discussion.

I, _____, the parent or legal guardian of _____, a minor child, do hereby consent to the participation of said minor child in the activity, subject to the Rules and Regulations, a copy of which has been provided to me. I am aware that any physical activity should be undertaken ONLY after consultation with a physician and I assume responsibility for my child doing so. I have advised Metropolitan School of the Arts in writing of any limitations necessitated by my child's activities due to medical or physical conditions.

I hereby hold Metropolitan School of the Arts and its employees or contractees harmless for any cost, claim, injury, damage, or liability incurred at the facility except due to the negligence of its agents or employees.

Signature

Date



HOMESCHOOL BILLING & FINANCIAL FORM: 2015-2016

BILLING INFORMATION-RESPONSIBLE PARTY

Check here if same as parent contact information

First Name	Last Name	
Street Address		
City	State	Zip
Home Phone #	Cell Phone #	E-Mail Address

Home School Program		
Home School Tuition (dance, theater, music)	\$ _____	Automatically billed once each month (Sep 1-June 1)
Private Music Lessons		
Music Lesson	\$ _____	Automatically billed once each month (Sep 1-June 1)

ELECTRONIC FUNDS TRANSFER INFORMATION

COMPLETE FOR ELECTRONIC FUNDS TRANSFER VIA CREDIT CARD (we do not accept American Express)
PLEASE ENTER YOUR CREDIT or DEBIT CARD NUMBER BELOW

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Exp. Date: ____/____ Month/Year

I (please print) _____ authorize Metropolitan School of the Arts or assignee to initiate debit entries to my account and financial institution on the debit or credit card account listed above. Transfer of funds will occur on the first business day of the month for 10 consecutive months beginning September 1, 2015. Registration fee and deposit will be charged at the time of registration. Any outstanding balance on your MSA account as of September 1, 2015 (or date of registration if after 9/1/15) from previous sessions or purchases will be due and charged to the payment method provided for this session. Charge for non-sufficient funds / declined charges is \$25.00 per transfer and if applicable will be added to the following month's transfer. A \$15 per month late fee will be charged for each month a balance due remains unpaid on your MSA account.

Authorized Signature: _____ Date: _____

TUITION & BILLING POLICIES

- There is a two-month minimum requirement for all classes and private lessons from the date of registration. All withdrawals must be done 30 days in advance. After completion of proper withdrawal procedures, you will be responsible for the succeeding month's tuition payment. To withdraw from a class or lesson, a parent must complete, sign and submit a Withdrawal Form provided by the MSA administration (withdrawals are not accepted via phone). No withdrawals are accepted after April 1, 2016. _____ (Initial)
- All tuition is paid by automatic monthly credit card installments (EFT). Registration is confirmed upon receipt of valid credit or debit card submission. Bills will not be sent. _____ (Initial)
- The authority is to remain in full force until contract expires or Metropolitan School of the Arts has received notice of cancellation with sufficient time to act upon contract as stated above. Metropolitan School of the Arts will not be liable for any special or consequential damages, whether direct or indirect, for any wrongful debit to my account. Metropolitan School of the Arts reserves the right to cancel and terminate this agreement at any time. _____ (Initial)

Name (Please Print)

Signature

Date



Registration & Tuition

No partial/incomplete registrations will be accepted or processed. Registration is subject to eligibility and availability. _____ (Initial)

The schedule of classes & lessons is subject to change or cancellation at any time based on enrollment, faculty availability and studio space constraints. Students will be contacted as soon as possible if a change to their class or lesson is deemed necessary. _____ (Initial)

Tuition is a yearly fee, based on a minimum of 36 classes or lessons per year (September through June), payable in advance of classes and is to be paid by automatic monthly credit card payments (EFT). Registration is confirmed upon receipt of valid credit or debit card submission. Bills will not be sent. All invalid credit or debit card transactions will be automatically charged a \$25.00 service fee. _____ (Initial)

Tuition is \$125.00 per month for 3, 1-hour classes per week in dance, theater and music. _____ (Initial)

Participation in all 3 classes is highly recommended, however, if students choose not to participate in one of the three classes, tuition remains the same and parents are responsible for care of students during the breaks in schedule. Schedule of classes is from 12:00 p.m.-3:00 p.m. each Tuesday from September 8 - June 21. _____ (Initial)

Performance opportunities will be available throughout the year. No additional fees are associated. _____ (Initial)

Attendance and Tardiness

To maximize our educational standards, a minimum attendance standard is required. Students who arrive more than 10 minutes late may be asked to observe class. Drop off is between 11:45 a.m. and 11:55 a.m. Pick up is promptly at 3:00 p.m. A carpool line may be established to ease the drop off and pick up process. There are no make ups or reimbursements for student absences or cancellations due to inclement weather or similar circumstances. _____ (Initial)

Dress Code compliance is required beginning the third week of classes in order to provide the most professional experience for our students. Proper hair and attire prevents physical obstruction in dance class. Hair should be worn off the neck and out of the face for all dance classes. Students should bring clothes to wear on top of dance attire for music and theater classes. Students will not have time to change in between classes. _____ (Initial)

Dance attire is required for dance classes:

- All Girls: Black leotard, skin colored tights
- All Boys: Black shorts or pants, white fitted t-shirt
- Intermediate and Senior groups: Sweatpants for hip-hop classes, black dance shorts optional for tap and jazz.

Required shoes:

- Junior group: Black tap shoes, black jazz shoes
- Intermediate and Senior groups: Black tap shoes, black jazz shoes, sneakers for hip-hop

Care of Students & Personal Property

MSA is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive periods before or after the program. _____ (Initial)

Please label all clothes, shoes, bags and other personal belongings with your student's name and leave expensive electronics, jewelry and other valuables at home. MSA is not responsible for lost or misplaced/missing property. A Lost & Found is provided in the dressing rooms, which parents/students (not MSA staff) are responsible for checking. _____ (Initial)

Physical Correction

Dancing is physical skill, and in order to help and facilitate the student's learning, the teacher may need to physically guide a movement by touch. Touch promotes kinesthetic learning and can produce a quicker response to correction than other teaching tools. _____ (Initial)

Photo Release

The MSA staff may take photographs or videos of students, individually or in groups, attending or taking part in classes, programs and events. These photographs or videos may appear in MSA's own or other publications, on our website, on social media or in other publicity. Students and/or participants consent to having their photograph taken or such videos shown and used for such purposes. If you do not wish for you or your child to be photographed or videotaped, you must notify the MSA administration in writing to that effect. _____ (Initial)

Withdrawal Policy

There is a two-month minimum requirement for all classes and private lessons from the date of registration. All withdrawals must be done 30 days in advance. After completion of proper withdrawal procedures, you will be responsible for the succeeding month's tuition payment. No withdrawals are accepted after April 1, 2016. _____ (Initial)

To withdraw from a class or private lesson, a parent or adult student must:

- 1) Inform Metropolitan administration in person and
- 2) Complete and sign a withdrawal form provided by the office.

Withdrawals are not accepted via telephone or by e-mail. _____ (Initial)

Acceptance

I have read and understand all of the above material. I also understand that Metropolitan School of the Arts reserves the right to terminate classes or lessons to any individual in extenuating circumstances. _____ (Initial)

Student's Name (Please Print)

Signature of Parent or Legal Guardian

Date