



PARENT/GUARDIAN INFORMATION

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

STUDENT INFORMATION

First Name	Last Name	Date of Birth	Male/Female	E-Mail Address

HOW DID YOU HEAR ABOUT US?

Internet Search		School Referral	If so, whom may we thank?
Walk-In			
Community Newspaper		Personal Referral	If so, whom may we thank?
TV/Radio			
Living Social/Groupon/Certifikid		Other	Please let us know here:
Door Hanger/Direct Mail			

REGISTRATION

Class/Camp/Intensive	Dates or Day/Time	Student

Instrument/Voice	Preferred Day/Time/Instructor	Student

EMERGENCY CONTACT INFORMATION (please list someone other than parent/guardian)

First Name	Last Name	Home Phone #	Cell #	Relationship

CONSENT:

I, _____, the parent or legal guardian of _____, a minor child(ren), does hereby consent to the participation of said minor child(ren) in the classes, camps and workshops listed above. 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. I have received, read and fully understand Metropolitan School of the Arts' Policies and Procedures.

Students Name(s) (Please print)

Signature of Parent of Legal Guardian

Date



REGISTRATION & TUITION PAYMENT POLICY

- Registration is confirmed with a non-refundable deposit of \$50.00 per student, per program.
 - All tuition must be paid *in full* by July 1, 2019. The credit card provided below will be charged for the balance of tuition due on July 1, 2019.
 - Any outstanding balance on your MSA account as of July 1, 2019 (or date of registration if after 7/1/19) from previous sessions or purchases will be due and charged to the payment method provided for the Summer 2019 session. Payment in full of all current and past due charges is required in order to participate in summer programs.
 - MSA is unable to offer refunds once registration is submitted and confirmed.
 - MSA does not offer refunds or credits for classes/lessons missed due to student absence/non-attendance, inclement weather or similar circumstances.
 - Schedule is subject to change or cancellation based on enrollment. Students will be contacted one week prior to the beginning of a class, camp or intensive if a change is deemed necessary and a refund will be issued.
- _____ (Initial)

CARE OF STUDENTS

MSA operates as a "Come and Go" facility. MSA is not responsible for providing before or after care for students unless the parent has registered them for the appropriate Extended Care Program.

Students are not to be left at the school for excessive periods before or after their programs. Students under age 12 requiring early drop off (before 8:15am) or late pick up (after 4:15pm) must register for the extended care program.

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

_____ (Initial)

ATTENDANCE & TARDINESS

MSA reserves the right to ask students to observe class when arriving more than 10 minutes late.

_____ (Initial)

STUDIO DRESS ATTIRE

To provide the most professional experience for your children we ask that students adhere to dress code. Hair must be worn off the neck and out of the face for all other classes. A \$5 bun kit will be provided and charged to the account on file if a student attends ballet class without a proper bun.

_____ (Initial)

PHYSICAL CORRECTION POLICY

Dancing is a 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 be 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 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.

_____ (Initial)

PRIVATE MUSIC STUDENTS

INSTRUMENTS & MUSIC

Students are expected to provide their own instruments, supplies (i.e. picks, strings, etc.), with the exception of piano and drums. In these instances, it is recommended that a piano or drum set is available at home so the student is able to practice.

All students are required to provide their own music. Teachers will make recommendations for music purchases.

_____ (Initial)

MAKE-UP LESSON POLICIES

MSA does not offer refunds. No credits or make-up lessons are offered for missed or cancelled private lessons, unless the cancellation is due to a weather closing or teacher absence. Students are entitled to 1 make-up lesson during the summer session, provided that the school is notified before 12:00 p.m. on the day of the lesson they must miss. Make-up lessons will be scheduled at the discretion of the instructor. In the case of a teacher's absence, a substitute teacher may be arranged for the lesson(s).

_____ (Initial)

WEATHER RELATED CLOSINGS

All private lessons missed due to MSA closing for a weather related emergency will be either made up or reimbursed in the form of a credit towards the following month's tuition.

_____ (Initial)

I have read and understand all the above material and agree to comply with MSA's policies and procedures. I also understand that MSA reserves the right to terminate lessons or classes due to any individual or extenuating circumstances.

Students Name(s) (Please print)

Signature of Parent of Legal Guardian

Date



RESPONSIBLE BILLING PARTY

check here if same as parent contact information

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

Please fill in tuition payment amount next to appropriate payment option:

ELECTRONIC FUNDS TRANSFER

PLEASE ENTER YOUR CREDIT or DEBIT CARD NUMBER BELOW
(Visa, Master Card or Discover. Sorry, we do not accept American Express)

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Exp. Date: ___/___ Month/Year

Authorized Signature: _____ Date: _____

I have read and agree to the Summer 2019 Policies & Procedures. _____ Initial

I understand that MSA is unable to offer refunds once registration is submitted and confirmed. _____ Initial

Registration is confirmed with a \$50.00 non-refundable deposit per student, per program. _____ Initial

Any outstanding balance on your MSA account as of July 1, 2019 (or date of registration) from previous sessions or purchases will be charged to this payment method. Payment in full of all current and past due charges will be required in order to participate in summer programs. _____ Initial