

The Center ©
for Creative Arts
at Shady Grove

Student's Last Name: _____ First Name: _____ DOB: _____ Gender: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Primary Email: _____

PLEASE PRINT LEGIBLY

PLEASE COMPLETE IF STUDENT IS UNDER 18 YEARS OLD

Parent 1 Name: _____ Relationship: _____

Cell Phone: _____ Email: _____

Parent 2 Name: _____ Relationship: _____

Cell Phone: _____ Email: _____

Emergency Contact (if not parent)

Name: _____ Relationship: _____

Cell Phone: _____

Publication Release Form:

In an effort to share the story and ministry of The Center for Creative Arts at Shady Grove United Methodist Church, photographs, video, and audio recordings of students may be used in promotional materials.

Promotional materials include, but are not limited to, brochures, newspaper, or magazine articles, DVDs, the Center's and/or the church's website. Please be assured that minors will not be identified by name in any publication.

By signing this release, I authorize the Center for Creative Arts at Shady Grove to publish and release photographs/recordings of me and state that I understand that neither I nor my family will receive any form of compensation from said publication.

I also hereby release the Center for Creative Arts at Shady Grove from all claims of every kind on account of such use.

Signature: _____

SIGNATURE REQUIRED ON REVERSE SIDE



Student Enrollment Agreement

I understand and agree to the following policies and procedures:

Payments

- All tuition payments are due at the beginning of the semester. Payments for music lessons must be paid in full by the first week of lessons, or in two installments (1st payment due at first lesson, and 2nd payment due mid-semester).
- Accounts must be paid in full from previous lessons/classes before a student may register for another semester/session.
- The Center accepts payments in the form of check, cash, or credit card. A convenience fee of 3% will be added to the total of all *credit card* payments.
- A \$35 fee will be charged for returned checks.

Cancellation Policy

- The Student will notify The Center as soon as possible if the student is unable to attend his/her scheduled lesson. There will be no refund or credit given for the missed lesson. The Center does not offer make-up lessons.
- If the instructor is unable to attend a lesson, or The Center closes for inclement weather, the instructor will provide a makeup lesson, or The Center will credit the student's account. All credits must be used within one year.
- For closings due to inclement weather, please contact the Center at (804) 360-2687 and check for emails.
- The Center does not close for most Monday school closings. The Center is closed for Labor Day and Memorial Day.
- If a student withdraws from private lessons, two weeks notice is required before a refund of paid tuition. Should an emergency or extenuating circumstances arise, please contact the Director.
- If a group class does not meet the minimum number of students, registered students will be notified prior to the first class, and tuition will be refunded.
- Summer Camp Cancellations prior to May 15 are fully refundable. Cancellations after May 15 and before June 1 are refundable minus \$50.00. There are no refunds for cancellations after June 1.

General

- If a student becomes a threat to themselves or others, the Director has authority to send the student home. Continuation in the program will be reviewed on an individual basis.
- The Center for Creative Arts has an open door policy - parents are welcome to visit classes at any time, and are encouraged to discuss goals and concerns with the instructors and the Director at any time.

Student Signature / Parent or Guardian Signature

(for students under age 18)

Date