

California Arts Academy
Family Information and Medical Liability Release Form

Main Account Holder (Person responsible for payments):

First Name: _____ Last Name: _____

Address: _____ APT#: _____

City: _____ State: _____ Postal Code: _____

Primary Phone #: _____ Secondary Phone #: _____

Email Address (for digital receipts): _____

Student Information:

	First Name	Last Name	DOB
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

How did you hear about us? _____

Emergency Information:

Emergency Contact: _____ Relationship: _____ Phone #: _____

Please list any medical issues or condition that we should be aware of (i.e. allergies, pre-existing injuries):

Medical Release:

I recognize the potential for injuries that can occur during dance, gymnastics, and other activities involving movement such as those taught at California Arts Academy (CAA). I understand that catastrophic injury, paralysis, or even death can result from improper conduct of activity. I hereby consent to the above named students participating in activities on equipment owned and/or used by CAA and hereby agree that I, for myself, my child(ren) adopted or otherwise, my heirs and executors, waive and release any and all rights and claims for damages that I may have at any time against the studio or its agents and representatives for any injury or damages in connection with my association with or entry in dance, gymnastics, or other activities sponsored by CAA. I understand that during activities sponsored by CAA, my or my child(ren)'s image and/or voice may be recorded. I grant CAA permission to use the sounds, still, or moving images in any medium for educational, promotional, advertising, reproductions, and/or other purpose that supports the mission of California Arts Academy.

Signature: _____ **Date:** _____

Studio Rules, Policies and Guidelines

****Please read and initial the following sections carefully to demonstrate your understanding and agreeance.**

_____ **Tuition Policies**

There are **NO REFUNDS** on any tuition paid. Tuition is transferrable to another class or private lessons for the same student. A drop credit to your account may be requested for illness, injury, or family emergency and with written verification there will be no drop fee. When requesting a drop for any other reason, it must be submitted to the main office at least 24 hours in advance of the next occurring class to avoid additional tuition charges. You will be charged a \$30 drop fee and up to 2 weeks at the regular class rate to allow for processing time of the drop.

Credit that is returned to your account from a drop is not eligible to be cashed out. The credit will remain on your account until it used at California Arts Academy to transferred to another student account of your choice. If your drop results in a balance due for classes given or fees, this balance is due payable immediately to avoid your account being sent to collections.

Discount tuition applies to all members who register and make a payment before the discount deadline ends. Members must pay an annual \$25 registration fee per enrolled student.

There is a returned check fee of \$30 per incident.

Accounts with a balance due will not be allowed to re-enroll for a subsequent semester until the balance is paid in full.

_____ **Automatic Payment Plans**

Monthly payment plans are available. All registration fees and additional material fees must be paid on top of your first tuition payment. A valid credit card must be placed onto the account in order to be eligible for automatic payments. All payments are due on the 5th of each month; however a 10-day grace period can be requested without penalty if given at least 24 hour advanced notice before the next automatic payment is to occur. Payments that are not received by the end of the month without prior notice and approval will immediately become due with the following month's tuition payment. Two consecutive late payments may result in the student(s) being removed from the class or program and your account will progress to collections which may impact your credit score.

Payments that are declined or made late will be subject to a \$15 late fee per incident.

_____ **Make-Up Classes and Illness**

We ask that you call and notify the office of a student's absence before the class in order to inform their teacher. All absences must be completed within the same semester as enrollment otherwise they will be forfeited. Students may take a make-up in any class that is age and skill appropriate provided there is room available in the class. We recommend you contact the office prior to taking a make-up to ensure it is an appropriate class and is still available.

NO make-ups may be taken in a class that is "closed", at full capacity or during a presentation week.

NO make-ups are allowed for absences pertaining to rehearsals, performance classes or musical productions.

Make-ups may not be taken after a class has been dropped; they must be made up while the student is still actively enrolled in the class they are making up for.

_____ Trial/Make-Up Slips

If a student is not enrolled in a class, or does not appear on the class roster, they will not be admitted into class without an approved office slip or class coupon. This applies to newly enrolled students, transferred students, drop-ins, trials, and make-ups. Please arrive at least 15 minutes in advance of the class so that you may receive your slip in a timely manner.

_____ Punctuality

Each program teacher has their own tardy policy, however it is advised that you do not attend any class if you are more than 15 minutes late due to safety concerns in regards to missing a “warm-up” period. If you are going to be late for any classes, please call in advance so that we may notify the instructor.

_____ Safety & Nutrition

No children under the age of 18 may be allowed to leave the building or premises without parent or guardian supervision.

Children not potty trained will need a parent to remain on site for the duration of class time.

No food or drinks (except water bottles and thermoses with lids) are allowed inside any of the studios.