

# Center Stage Performing Arts Studio

SEPTEMBER 1, 2009 - MAY 31, 2010

## Registration Contract

This constitutes the agreement between student/responsible party and Center Stage Performing Arts Studios, for all classes and/or activities the student is pursuing at or with Center Stage Performing Arts Studio. This agreement supersedes all other agreements as of the date signed below. Please Note: "You or Student" below represents either the student or responsible party.

- 1. TUITION/BILLING:** Your account will be billed a prepaid **MONTHLY TUITION** on the **1<sup>st</sup>** of each month through **May 2010**. **PAYMENT is DUE on the 1<sup>st</sup> of each month.** Once tuition has been billed you are responsible to pay for that month whether you attend classes or not. You will **not** receive an invoice in the mail. Tuition that is **not paid by the 10<sup>th</sup>** will incur a **\$15 late fee**. **NO REFUNDS** will be given for classes not attended. You agree that your **monthly tuition will stay the same whether there are 3, 4 or 5 weeks in the month**. **PLEASE NOTE: By signing below you agree to pay your monthly tuition through May 31, 2010. If you choose to drop or change classes you must complete and turn in a class change form to reception and follow the instructions listed in item #2.**
- 2. CHANGING or DROPPING CLASSES:** You may not drop classes to take effect in the current month you are in. ***You must complete and sign a "CLASS CHANGE FORM" by the 25<sup>th</sup> of the current month to have your class change/drop effective for the following month.*** The class schedule change **will then take effect for the following month.** Your class will **NOT be dropped or changed by informing your instructor. You MUST complete the class change form to make your change effective.** There is a **\$5 fee** each time you make a change/drop to your class schedule. **By signing below you agree that if you do not fill out the "CLASS CHANGE FORM" by the 25<sup>th</sup> of the month you will be responsible for monthly tuition payments until the change/drop form is received in writing. NO REFUNDS will be given for classes not attended.** Class change forms are available at reception. **REMEMBER, if you need to drop classes but do not complete a drop form, your tuition will continue to be charged and you will be responsible for tuition until the time we receive your drop form.**
- 3. CREDIT CARD REQUIREMENTS:** We request a credit card number to be on file for each student. By signing this contract you agree to have your **credit card charged for tuition plus any outstanding balance (ie: studio rental etc.) if payment is not received by the 10<sup>th</sup> of each month.** By signing below you understand that we will process your credit card for ANY balance due. If you do not have a credit card or refuse to provide us with your credit card, you agree that if tuition is not received by the 20<sup>th</sup> of the month your child will not be permitted to attend classes until it is paid. However, you will still be responsible for tuition whether they are attending class or not.
- 4. AUTOPAY:** If you choose to register for Autopay, you must tick the authorization box on your registration form or fill out a "Credit Card Authorization Form" at reception. We will then process your tuition payment for you. **Autopays are processed on the 20<sup>th</sup> of each month.** If you have any changes to your credit card details you must fill out a new authorization form. Credit cards that are declined will be charged a \$15 late fee if other payment is not received by the 10<sup>th</sup> of the month.
- 5. DELINQUENT TUITION/FEES:** Tuition that is not paid by the **10<sup>th</sup>** of each month **WILL** incur a \$15 late fee. Tuition that is not received by the 20<sup>th</sup> of the month will result in your child being unable to attend classes and you will still be responsible for paying tuition whether your child is in class or not. Tuition that is **2 months delinquent WILL be sent to collections. Unpaid tuition, costume fees, studio rentals or other charges that are sent to collections or retrieved in court will result in you paying tuition as well as any legal or court fees incurred to Center Stage.**
- 6. RELEASE:** By signing this contract you agree to release and forever discharge, Center Stage and their employees from any liabilities growing out of or related to any activities in which I or my child may participate in. I understand that this is a full and complete release for all injuries or damages which I or my child may sustain as a result of my/his/her participation in any activities, regardless of the specific cause thereof.
- 7. STUDIO RENTAL:** Students may rent a studio at Center Stage for practice or private lessons. Payment is required on the date of **EACH** rental. Before you use the studio you **MUST** fill in the required information on the Studio Rental sheet. You must check in at reception **BEFORE** entering any studio and payment is due before you begin your lesson in the studio. If you are found in a studio without reporting to reception first and paying your studio fee, you will be charged a \$35 fee and risk being removed from the studio.
- 8. PAYMENTS/NFS Fee:** We accept Checks, Cash, Debit and Major Credit Cards. If a check is returned for Non-Sufficient Funds, your account will be charged a \$25 NSF fee. Any delinquent accounts after 2 months will be sent to collections.
- 9. PARENT RESPONSIBILITY: PLEASE** pick up your child after their class or classes have been completed. Please **do not leave your child here any longer than 15 minutes** before or after their class schedule has started or finished. Parents may be charged a \$20 fee for students who are left at the studios unattended. **THANK YOU.**
- 10. CLASS OBSERVATION:** Due to student distraction, we request that parents do **not** enter into the studio while class is in session. You may enter the studio in the last 5 minutes of class if it is approved in advance by the instructor.
- 11. CLASS ATTENDANCE: *If you attend a class that you are not registered for, you will be charged a full month's tuition for that class. No credit or refund will be given for classes that you are registered for, but unable to attend.*** To make any class changes you must complete the class change form available at reception.
- 12. RECITAL/COSTUME FEE:** Center Stage holds a studio recital each year for all students in May. **Each student will need to pay a \$30 recital fee in February 2010 for the May recital.** There are **NO** refunds for students that decide not to be in the recital after the fee has been paid. Most classes will purchase a recital costume that could range from \$5 - \$65 depending on the class. This fee will be due in either March or April 2010. If a costume has been ordered for your child and you later decide not to participate in the recital, you still agree to pay for the costume fee. To receive your costume **ALL TUITION and ALL COSTUME fees must be paid.**
- 13. ENFORCEMENT:** If any legal action arises from the provisions of this agreement, the prevailing party is entitled to recover its attorney's fees and costs. Interest on any outstanding amounts owed to Center Stage shall accrue interest at 30% per annum.

**By signing below, I understand and agree to the contract terms and rules that are listed above:**

**Students Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

(Responsible Party/Parent/Guardian)