

The Austin Conservatory of the Arts

2008-09 Registration Form (St. Matthews School Location)

Print, complete, and fax or mail this form to address below

Student's Name

Birthdate / Age

Street Address

City / State / Zip

Phone Number (include area code)

Father's Name

Father's Work Phone Number / E-mail

Mother's Name

Mother's Work Phone Number / E-mail

E-mail to be used for communication purposes

I wish to register for: (check the class of your choice)

_____ the Thursday Class from 12:45-1:45

_____ the Friday Class from 12:45-1:45

____ I commit to pay in full - \$500 for the year. Enclosed is my payment for full tuition for the 2008-09 calendar year to **TO ST. MATTHEWS EPISCOPAL SCHOOL**.. Included is the \$25 registration fee and \$50 production fee payable to The Austin Conservatory of the Arts.

*initial*_____

____ I commit to pay twice a year - \$250 (due September 2, 2008 and January 5, 2009) The \$25 registration fee and \$50 production fee are due upon registration. I understand I will not receive an invoice and I will be assessed a \$15 fee if my account is not paid by the the above due dates. **ALL TUITION IS PAID TO ST. MATTHEWS EPISCOPAL SCHOOL**.

*initial*_____

I understand that registration is for a 9 month calendar year. Registrations received after September 2, 2008 will be accepted on a space-available basis. Registration fees and production fees are non-refundable. Tuition is not transferrable. There are no refunds or credits due to absences. Classes may be made up within one month at any of our locations as specified in the ACA handbook (the tuition listed in the handbook, is only for our Wells Branch and Anderson Mill locations). All classes are subject to change based on enrollment.

*Signature*_____ *Date*_____.

For credit card payments: We accept Master Card, Visa and American Express.
There is a \$2.00 fee per each auto-pay credit card transaction.

Charge the full amount:\$_____ half year: \$_____

Card # / Exp. Date/ 3 digit verification #(must have)

Signature for credit card

Mail with registration and production fees payable to: The Austin Conservatory of the Arts, 14735 Bratton Lane, #125, Austin, Texas 78728. www.austin-conservatory-arts.com. ph#: 512-989-3363 fax: 512-989-2224

Medical Treatment Release and Waiver of Claim

Child's Name: _____

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION: In the event I cannot be reached to make arrangements for emergency medical attention at the time of illness or accident, I hereby authorize the staff at The Austin Conservatory of the Arts to take my child to:

Physician: _____

Address: _____ Phone: _____

Medical facility / hospital _____

Address: _____ Phone: _____

OR to his or her substituting physician OR to any hospital.

I give my consent for whatever first aid treatment that may be necessary for my child while he/she is in the care of ACA.

Signature of Parent or Guardian _____ Date _____

Please list all known allergies, existing illness or injuries, hospitalizations during the past 12 months, any medication prescribed for long-term continuous use or any other medical condition affecting the treatment of child (i.e. penicillin, latex, epilepsy etc.)

I have read the above waiver and have provided The Austin Conservatory of the Arts with all pertinent information (contact names and phone numbers) in case of emergency, and I will update this and other such information as needed.

Name and signature of parent or guardian

Date

For and in consideration of the acceptance of the child or children named below for instruction at The Austin Conservatory of the Arts (hereinafter referred to as "ACA") Austin, Texas, the undersigned parents or natural guardians hereby release ACA from any claim which may be asserted by the undersigned, or which may be asserted on behalf of said child or children on account of personal injuries or property damages occurring on the premises of ACA. The undersigned are familiar with the methods of instruction used at ACA and the undersigned assumes all of the risks which may be involved in normal activities at ACA.

The undersigned expressly agree that ACA and its personnel may, when deemed necessary and in the best interests of the children, administer first aid and obtain appropriate medical or surgical treatment for the children, in emergencies, when the consent of a parent may not be practical or possible to obtain.

The undersigned also release any person whether directly connected with ACA or not, who may transport the children to outside performances, competitions, field trips, or any other activity outside of our facility, from all claims which may arise by virtue of injury to the children while on such outside activities, it be understood that the children will be the guests of those transporting them.

Child _____

Child _____

Child _____

Name and signature of parent or guardian

Date

Class Descriptions

All students at The Austin Conservatory of the Arts are encouraged to perform in our annual Spring Student Performance. This demonstration allows parents to observe students' progress on a yearly basis. The performance is not mandatory, however, it is a valuable experience for our dancers.

Children are placed according to age as of August 1, 2007. All class placements will be made by the Director or appointed instructors.

Dress Code

Creative Movement/Pre Primary

Tank style pink leotard (plain with no embellishments), matching knee length pink skirt, both available at Capezio Dance Store on Balcones Woods Dr., light pink ankle socks, and pink ballet slippers with a full sole. Black tap shoes needed for Combination Class. Tights may be worn in the winter.

Questions / Concerns / Suggestions

Parents may have questions, concerns or suggestions about their child's dance education, classroom activities, and/or ACA activities at times when the proper personnel may not be available to discuss it with them. At the front reception desk, there are forms parents and students may complete to bring these items to the Office Manager's attention. The Office Manager or someone who is designated will respond to request within three (except when we are on scheduled breaks) days. Where teachers are always happy to discuss and answer questions about a student's progress, they are not always available in the hallways for discussion. Requests for appointments can be made through this same method above for the teacher, so adequate time can be given for that discussion.

Weather Policy

In the case of inclement weather, the Academy telephone message (512-989-3363) will be changed to reflect any changes in class schedules due to weather. Make-up classes can be scheduled for any classes missed due to a weather emergency.

Make-Up Class Policy

If it is necessary for a student to miss a class, the Office Manager must be notified, before the class is missed, in order to have the absence excused. Only excused absences may be made up in alternate classes. If you miss a class due to a scheduled holiday or weather emergency, please check for an appropriate make-up class. Make-up classes must be made up prior to the last day of classes as indicated on the ACA calendar, for the current academic year and cannot be carried over into summer or fall 2007 classes.

Student Pick-Up Policy

It is very important that you pick your child up in timely manner. Students must be picked up within 15 minutes after their last class, or at class' end if it is the last class of the ACA day. We care deeply about our students, but our very limited staff cannot be responsible for childcare duties that take them beyond their job descriptions and normal working hours. If you are running late, please call the office immediately at 989-3363. Should there be more than one occurrence from the same family, ACA will charge the family \$20 for every 15 minutes, or portion thereof, in order to retain security and personnel past their regularly scheduled hours.

Injury Procedure

There are times when a student may have an injury or illness that may make them unable to participate fully in their scheduled class. In this case the student is to have a injury/illness notification form completed to present to the teacher of each class that the student is to attend for that day. This form is available at the front reception desk. That process is to be repeated for each day the student is unable to participate fully. Should a student injure themselves in a class, they are to notify their teacher immediately so the proper procedures may be followed.

Tuition Payment Policy

All tuition is due by the 1st of each month, August-May. We will not invoice you. Accounts not paid by the 5th of each month will incur a \$15 late charge and an additional \$10 for every month tuition is past due. Balances from the previous year must be paid-off by the first day of classes in August or students will be removed from class until the account is up-to-date. Current students with delinquent accounts past the first of May, may not be eligible to perform in the Spring Student Performance.

Family Payment Plan

In order to serve our ACA families' needs most equitably, we have devised the following payment plan: The first family member will pay full tuition, the second family members' tuition will be discounted 10%, and the third family members tuition will be discounted 15%. This does not apply to registration or production fees.

Refund/Withdrawal Policy

- NO refunds will be given for classes missed because of a student's personal schedule. In the event of a prolonged illness or injury that prohibits dancing, a doctor's statement must be presented to the Director or the Office Manager in order to secure a partial refund.
- Registration and production fees are not refundable.
- Classes missed may be made up within one month.
- A student may withdraw during the first 4 weeks of enrollment and will be refunded tuition paid minus the amount of the yearly registration fee and the production fee. Any student withdrawing after the first 4 weeks of class, is responsible for the balance of the tuition for the half year. Withdrawal requests at any time during the semester must be made in writing.

Refund Policy:

After the first 4 weeks of the semester, no tuition refunds will be given without a written, signed medical excuse. There are no refunds on Costumes once the order has been placed. **THERE WILL BE NO EXCEPTIONS.**

Photographs:

Photographs taken during class and performances may be used for promotional purposes.

No student shall be discriminated against in regards to race, creed or color.

The Austin Conservatory of the Arts

14735 Bratton Lane, #125

Austin, Texas 78728

phone: 512-989-3363

fax: 512-989-2224

www.austin-conservatory-arts.com

Carol Feille D'Avila, Artistic Director

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