



**The Red Chair School of Performing Arts STUDENT CONTRACT**  
*Please return this form with your registration fee (and first tuition payment if applicable).*

Student's Name \_\_\_\_\_

Gender Male/Female Birth date \_\_\_\_\_ Age \_\_\_\_\_ E mail address \_\_\_\_\_  
New schedules, newsletters, and announcements are sent by email

Parent or Guardian with whom student lives \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Home phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell/Pager/Other # \_\_\_\_\_

Emergency Contact Information: Name of other Parent or Person responsible for or sharing responsibility for student's participation financially, transportation-wise, or otherwise:

\_\_\_\_\_ Relationship \_\_\_\_\_

Address if different \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Their Home phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell/Pager/Other # \_\_\_\_\_

School Student attends \_\_\_\_\_

\*\*\*New Students Only Please list any previous related training of education:

\_\_\_\_\_

**How did you hear about us?**

Mailing       Yellow Pages       Internet       LA Parent

Friend: \_\_\_\_\_

Other: \_\_\_\_\_

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**The Student contract** is an agreement between The Red Chair School of Performing Arts and the student named on the contract from April 2<sup>nd</sup> through June 30<sup>th</sup>. Holidays and closings as designated on the studio calendar are not included in the 13 weeks. Students agree to remain enrolled for the length of the entire period, but will be released from further tuition obligation if unavoidable reason (reason must be given) for termination of classes arises, with written notice given to the office anticipating withdrawal with notice. Students from Unlimited Program are to remain in the program the entire session. Tuition is due on the 1<sup>st</sup> of Month, every month unless otherwise agreed. A late fee of \$15 will be added to tuition if payment is received late. You must provide your Credit Card information or Post Date Checks in advance till the end of the session. No refunds will issued to unlimited program participants.

The undersigned hereby: (i) acknowledges that dancing/theatre/yoga are physical activities and involve certain risks, (ii) assumes the risks of participating in The Red Chair School of Performing Art's classes and related activities and (iii) hereby irrevocably releases The Red Chair School of Performing Arts, Inc. and its employees, agents, officers, directors, shareholders, successors and assigns from any and all liability of any type or nature arising out of my child's participation in classes or similar activities or from following instructors of The Red Chair School of Performing Arts, Inc.'s employees or agents. Photographs and/or video taken during the rehearsals and/or performances may be used for promotional or marketing purposes. My signature verifies that I have read, understand and agree with information and policies set forth by The Red Chair School of Performing Arts. The policies and information are available 24 hours a day at [www.theredchairschool.com](http://www.theredchairschool.com)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## The Red Chair School Policies

**Registration:** All students must register before taking class at The Red Chair School of Performing Arts. Registration is complete upon the return of a signed Student Contract and payment of tuition and registration fee. Register early to avoid being closed out. New Students at The Red Chair School of Performing Arts are encouraged to take a trial or placement class before finalizing registration. Class placement is determined by the artistic director and the decision is final. The Red Chair School of Performing Arts does not offer instruction on a by-the-class or by-the-week basis except to visitors from outside the area. Classes with less than the minimum number of 5 students are subject to cancellation.

**Tuition Fees:** The non-refundable registration fee is \$25.00 per student/family. This is an annual fee paid upon registration. The tuition for a full session is required and must be paid before the first class of each session. Payment may be made by cash, check or credit card. There is a \$25 penalty fee for returned checks. All tuition fees paid or outstanding are non-refundable in the event of absence, withdrawal or dismissal of student from the school, unless written notification has been accepted. The Red Chair requires a 2 week notification for dropping a class. Without notification the student will be billed full tuition and/or no refund of tuition will be given. If a student withdraws from the class due to illness or injury, they are eligible for a pro-rated refund. Gift certificates are available for any of our classes. Unlimited tuition is paid in monthly installments. Unlimited tuition is due on the 1<sup>st</sup> day of each month. A \$15 late fee is applied to unpaid balances on the 15<sup>th</sup> day following the first day of that period, and \$15 incrementally every 30 days thereafter if the tuition remains unpaid. No bills or statements are sent, but reminders are mailed on unpaid accounts. Extended non-payment of fees will result in termination of the student's participation and back tuition will be pursued. Students may pay the year's tuition upon registration if they wish. Early discounted registration may be applied. Enrollee understands that she/he is committing to an enrollment period and payment for that enrollment period.

**Withdrawal/Changes:** Withdrawals and other changes in registration must be submitted in writing to the The Red Chair School of Performing Arts administrative staff. Phone messages are not sufficient, and instructors are not authorized to validate changes in enrollment or fees. Written notice of withdrawal from a class must be received by the office 2 weeks in advance of anticipated withdrawal. A credit/refund will be issued if cancellation occurs before the second class meeting. The registration fee is not refundable.

**Attendance Policy:** Regular attendance is highly recommended. Students should arrive to class on time. Students should attend each class for maximum benefit and progress. Absence due to illness must be reported by phone to the studio, prior to class time in order to qualify for make-up classes. Students are encouraged to make up absences by attending another class of an appropriate level. Students must be currently registered and in good standing in order to take a make up class. All make-up classes must be satisfied within the month in which the absence occurs, unless otherwise approved. No refunds or credit will be given for missed classes. These make-up classes must be taken within the current session and must be at a level of equal or lower level. As a courtesy to our teachers, students and staff we ask that whenever possible please give advance notice of taking a make-up class. We will try to keep class size at a maximum with the exception of the occasional addition of students making up missed classes.

**Attendance Individual Classes:** Out of respect and courtesy to teachers and staff, we require 48 hours notice of cancellation for all private classes. Last minute cancellations and no-shows will be charged. No refunds or make-ups will be allowed. After 2 no-shows your permanent placement will be forfeited and given to the next person on waiting list.

**Class Size:** There is a five student minimum for a class to be held. Each class has a limit and will be closed to registration once filled. We reserve the right to cancel any class without the required five student minimum. Storybook Theatre and Nursery Rhyme Dance are the only classes excluded from the student minimum.

**Injuries:** The Red Chair School of Performing Arts is not responsible for injuries sustained during class, rehearsals and performances. We do have First Aid Kits available in case, including ice packs if necessary. All students must sign a Release and Indemnification form with the start of each new session registration.

**Class Placement:** Placement for students is determined by department head teachers. Conferences with teachers and/or staff can be arranged at any time for those who have questions or concerns regarding classes and placement.

The Red Chair School of Performing Arts does not discriminate in enrollment on the basis of race, religion, sex, national origin, or sexual orientation.

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**STUDENT REGISTRATION SPRING 2012**  
**Early Registration Discount will only apply through March 31, 2012**

Student's Name \_\_\_\_\_

Gender Male/Female Birth date \_\_\_\_\_ Age \_\_\_\_\_ E mail address \_\_\_\_\_  
New schedules, newsletters, and announcements are sent by email

Class # \_\_\_\_\_ Class/Day/Time \_\_\_\_\_ Fee \_\_\_\_\_

Class # \_\_\_\_\_ Class/Day/Time \_\_\_\_\_ Fee \_\_\_\_\_

Class # \_\_\_\_\_ Class/Day/Time \_\_\_\_\_ Fee \_\_\_\_\_

Class# \_\_\_\_\_ Class/Day/Time \_\_\_\_\_ Fee \_\_\_\_\_

**Make checks Payable to:  
The Red Chair School of  
Performing Arts**

New Family Fee (\$25) \_\_\_\_\_  
Family Discounts (5%) \_\_\_\_\_  
Total \_\_\_\_\_

*Credit Cards are Accepted, subject to a \$2.50 processing fee*

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I ACKNOWLEDGE THAT I HAVE READ AND THAT I UNDERSTAND THE POLICIES OF The Red Chair School of Performing Arts AS STATED ON THE POLICIES PAGE, AND I AGREE TO THEIR TERMS.

Payer's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

CASH/CHECK/CREDIT CARD \_\_\_\_\_ Total collected \_\_\_\_\_

Staff Signature \_\_\_\_\_ Amount Received \_\_\_\_\_

Assessment/Class Placement \_\_\_\_\_

Teacher \_\_\_\_\_ Level \_\_\_\_\_

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**Credit Card Automatic Payment Authorization**

Please fill out the information to have credit card payment automatically.

Yes, I would like to have my Tuition for The Red Chair School of Performing Arts made automatically with my credit card.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(as it appears on credit card)

Billing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_ Code: \_\_\_\_\_

I want to pay (check one):

Fixed Amount of \$ \_\_\_\_\_  Unlimited Monthly Payment of \$ \_\_\_\_\_  Balance in Full \$ \_\_\_\_\_

I understand my payment will be debited from my account on the 1<sup>st</sup> of the month. (If payment falls on Saturday, Sunday or a holiday, payment will be made the next processing day). There is no fee for this service, however, if your credit card is declined and payment is not made within 10 days in cash you will be charged an additional \$15 fee for each additional day the payment has not been received. If you wish to cancel, you may notify The Red Chair School of Performing Arts by calling (818) 842-5500 or in writing to: The Red Chair School of Performing Arts, 4111 W. Magnolia Blvd., Burbank, Ca 91505. You must notify us at least 3 days prior to scheduled date of change in payment authorization. You must also follow up with written notice to the above address within 2 weeks.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_