

TexARTS Academy Policies

Registration and Tuition Payments: Registration is first come, first served. The 2011-2012 season runs August 29-May 20, 2012, excluding holidays noted on the academy calendar. There is an annual one-time registration fee of \$30 per student. The first month's tuition installment and registration fee is due at the time of registration.

TexARTS accepts tuition payments made by check, bank debit card, or credit card (Visa, Master Card, Discover). Returned checks will incur a \$35 fee. Tuition fees are due at the first of each month. Payments made after the 5th will be charged a \$15 late fee. If payment is later than 30 days, classes will be suspended until balance is settled. All tuition fees paid are nonrefundable.

**Families who choose to pay by check should submit first and last tuition installment at the time of registration.*

Dropping a Class: A drop request form must be completed and submitted by the 20th of the month to TexARTS Academy Office in order to make necessary changes for the month. Otherwise, the Primary Contact will still be responsible for the tuition of the dropped class.

Recital Information: All students are encouraged to participate in TexARTS' annual recital. The TexARTS Academy Showcase will take place May 19-20, 2012. The deadline for recital registration and costume order is Monday, December 19, 2011. There is a \$40 nonrefundable recital fee per student, \$60 per family (includes two complementary showcase tickets). Costumes for the annual recital are \$50 per costume (no costume fee for acting and voice students). Group and individual photographs will be taken at TexARTS May 20, 2011.

Attendance and Missed Class Policy: Consistent attendance is essential for progress in visual and performing arts. Missed classes will not be refunded. If a student must miss class, please inform the TexARTS Academy Office of absence, and schedule an age and level appropriate makeup class. Students with any obvious symptoms of illness including fever, persistent cough, runny nose, nausea, etc. will not be permitted to participate in classes. Any student later than 15 minutes to class may be asked to sit out and watch. Students with excessive absences may not be eligible to participate in the annual recital performance.

****Attendance for TBC and Saturday Musical Theater Academy will be strictly enforced.** Students are committing to a pre-professional program, and will be treated accordingly. Students with two or more absences (illness will be excused) may be dismissed from group. Directors must be notified in advance of any prior commitments.

Student Placement: Students will be placed in classes according to age and ability at instructor's discretion. Please contact TexARTS Academy Office with any questions concerning placement.

Late Pickup: TexARTS is not responsible for providing before or after class care for students. Students left unattended for more than five minutes after class, will incur a \$15 late pickup fee. Children under ten years of age must be accompanied to and from the entryway of the TexARTS facility by an adult. Once outside of the TexARTS facility, the welfare of the student is the responsibility of the parent or legal guardian.

Miscellaneous Policies: TexARTS reserves the right to refuse service to anyone. The instructor reserves the right to dismiss any student from class due to disciplinary problems.

If class enrollment does not exceed (1) student, the student will have a half-hour private lesson with instructor. Personal consultations with instructors are by appointment only and should be made through the office. Instructors are not available before, after, or in between classes to discuss problems, concerns, or questions.

Schedules and instructors are subject to change. All classes need a minimum of four students enrolled.

Photography and Video Release: TexARTS has permission to take photographs and video of students during class and performances for use in website, advertisement purposes, and promotional materials.

Assumption of Risk and Release of Liability: Participation in TexARTS activities is voluntary. When participating in TexARTS activities, the student will not hold TexARTS, its owners, instructors, landlords, and other students responsible or liable for any loss, injuries or damages incurred. The parent or legal guardian gives consent and permission for student to participate in TexARTS activities.

I, _____ (PRINTED NAME), have read, understand, and agree to the terms set forth in this policy. I further certify that I have received a copy of this policy.

SIGNATURE

DATE