



Art Academy at Memorial UMC  
 101 Randolph Street • Thomasville, NC 27360  
 Ph: 336-472-7718 • [www.mumctville.org](http://www.mumctville.org)  
 Director: Brian Russell email: [brussell@mumctville.org](mailto:brussell@mumctville.org)

**REGISTRATION FORM: (Please complete one form per student)**

Student Name: \_\_\_\_\_ Nickname (name goes by) \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent Contact Information:**

Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Course Details & Policies are found in the Academy Brochure and Website**

**Group Classes**

Class/ Course Name	Age Group (ex. 3rd -5th)	Registration Fee + Tuition	Subtotal
		\$10 +	
		\$10 +	
		\$10 +	

Group Class Total \$ \_\_\_\_\_

**Private Lessons - Lessons are 30 minutes**

Instrument	Preferred Day / Time	Impossible Day/ Time	Registration Fee + Tuition
			\$10 +
			\$10 +

**Payment Information: Registration fee is required, non-refundable and must be received with first month's tuition payment to guarantee your child's spot in the class. Tuition can be paid monthly, due on the first Monday of the month or payment for the full semester can made be paid in advance. No refunds are given for missed lessons.**

Private Lessons Total \$ \_\_\_\_\_

**Enrollment Agreement: (Must be Parent / Guardian of Student 18 years & older to sign)**

I authorize the Arts Alive Art Academy at Memorial UMC full media use of the above registered student. I have read and agree to the Art Academy policies that are provided on the back of this form. I accept full responsibility for all incurred charges and fees.

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Memorial United Church Art Academy School Policies

### WHO MAY REGISTER

We believe the arts are for everyone! We offer classes for young children Pre K through youth grade 8. Private lessons can begin for most children on any instrument at the age of eight. For details please contact the Academy Director.

- To register for group classes, complete the registration form and return it along with the registration fee (\$10.00 for semester) and class fee as shown in the class description.

### EQUAL OPPORTUNITY

The Arts Academy at Memorial welcomes all students, regardless of race, color, national origin, sexual orientation, religion, gender, or age.

### LESSON FEES

When you enroll in the Academy, you are committing for the entire session fee (fall or spring) whether or not you attend the lessons. This is necessary because a teacher, studio space and time are reserved for you for the entire session.

### TUITION FOR LESSONS

Tuition varies according to the type and length of the lesson. Tuition fees can be paid by the semester or in a monthly installment. Tuition payments on either the semester or monthly plan are due in advance of the lessons. For example, the fee for September lessons is due by September 1.

### RETURNED CHECK FEE

The returned check charge is \$25.00. The returned check fee, along with the check amount, must be paid in cash within 10 days of student notification.

### MISSED LESSONS

Refunds are not given for missed lessons. As a courtesy to your teacher, please call the Academy at 336-472-7718 if you need to cancel a lesson for any reason. However, notifying the teacher in advance of an absence does not require the teacher to make up the lesson. The teacher may choose to make up the lesson when there are extenuating circumstances (i.e. illness), but is not required to do so. If a teacher misses a lesson or must cancel, the teacher is required to reschedule the lesson at a mutually convenient time.

### REFUNDS

Refunds can only be granted in case of documented medical emergency or unusual, extenuating circumstances. Request for refunds/withdrawals must be made in writing. Please discuss any such situation with the director.

### CLASS CONFIRMATION

Students will be contacted only in the event of an incomplete registration, insufficient space in a class or a class cancellation. All other submitted registrations may be assumed to be accepted. Classes may be cancelled due to insufficient enrollment. In the event of cancellation, a full refund will be issued.

**ATTENDANCE & SAFETY POLICY: In accordance with the child and youth protection policy of Memorial United Methodist Church, children in grade 5 or under must be escorted to and from class by an adult. Children must be signed in and out of each class by an authorized adult. Failure to comply with this policy will result in dismissal from the program.**

It is necessary for students to arrive on time and be picked up immediately following their class. For their safety, students not accompanied by an adult may not remain on campus before or after scheduled class or lesson times.

### HEALTH & BEHAVIOR POLICY

Out of concern for our students, faculty and staff, students with obvious signs of illness may be sent home. A student should not attend classes or lessons if he or she: Has symptoms of a communicable disease such as fever, sore throat, or diarrhea: Has a heavy nasal discharge: Has a constant cough. We request that parents, students and siblings keep noise to a minimum at all times while in our hallways as a courtesy to other students and church staff. In adherence to this policy and for their protection, we ask that students and siblings refrain from running in the hallways at all times. Students and their siblings should be on their best behavior while at the Academy. Students are expected to treat each other, parents, teachers and staff with respect. Students may be unenrolled for inappropriate conduct at the Academy's discretion.

### WEATHER-RELATED CLOSINGS

The Academy will follow the Davidson County Schools inclement weather policy. If school is closed, the academy will be closed. If the schools dismiss early due to weather, the Academy will be closed. An attempt will be made to contact students by phone or email. A message will also be recorded on our answering system. If you are not sure whether the Academy is open or not, please call (336-472-7718). Missed lessons due to the Academy's closing will be made up.

### PHOTO RELEASE

Students might be photographed at various Academy functions. These photos may be used for publications or on our website. In such cases, you agree not to seek compensation, recognition, or acknowledgement.

### MISCELLANEOUS

Please help us care for our facilities by NOT bringing food or drink (except water) to your lessons. Please don't hesitate to ask questions or express any concerns you might have. The staff is here to serve you and we're always happy to help in any way possible.

Office use only: Amt rec'd \_\_\_\_\_ Staff Initials: \_\_\_\_\_