

# UNIVERSITY CENTER FOR THE PERFORMING ARTS

## 2012 SPRING SEMESTER ENROLLMENT FORM

Student Name: \_\_\_\_\_ Phone: home \_\_\_\_\_ cell \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Age & D.O.B.: \_\_\_\_\_ Male \_\_\_ Female \_\_\_ School & Grade: \_\_\_\_\_  
 Medical/Behavioral Concerns: \_\_\_\_\_ Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

CLASS	DAY	TIME	INSTRUCTOR

**NEW STUDENT: Yes  No**   
**If no, what year and semester?**  
 \_\_\_\_\_

**Referred by:** \_\_\_\_\_

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

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**FOR OFFICE USE ONLY**

Payment & Date Received \_\_\_\_\_

Notes: \_\_\_\_\_

Initial: \_\_\_\_\_

Total # Classes Weekly: \_\_\_\_\_ Workshops: \_\_\_\_\_

**Payment Options:**

Pay in Full: Reg. fee + Tuition \_\_\_\_\_

2 Payments: Total Tuition \_\_\_\_\_ 1st + reg. + \$10 fee: \_\_\_\_\_ 2nd: \_\_\_\_\_ due 2/3

3 Payments: Total Tuition \_\_\_\_\_ 1st + reg. + \$10 fee: \_\_\_\_\_ 2nd: \_\_\_\_\_ due 2/3 3rd: \_\_\_\_\_ due 3/2

4 Payments: Total Tuition \_\_\_\_\_ 1st + reg. + \$10 fee: \_\_\_\_\_ 2nd: \_\_\_\_\_ due 2/3 3rd: \_\_\_\_\_ due 3/2 4th: \_\_\_\_\_ due 4/6

Cash / Check# \_\_\_\_\_ Visa/MC/Discover \_\_\_\_\_ exp. \_\_\_\_/\_\_\_\_ A credit card must be kept on file for payment plans and will be auto-charged.  
*(Circle One) (Circle One) Give card number for 2nd, 3rd & 4th payments.*

**I HAVE READ AND AGREE TO THE POLICIES STATED BELOW:**

**SIGNATURE (Parent/Guardian):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Detach and keep for your records**  
**UCPA SCHOOL POLICIES**

1. TUITION IS NON-REFUNDABLE regardless of any circumstances.
2. There is an annual registration fee of \$25 per child (\$35 for families) due at the time of enrollment. UCPA academic year is August, 2011 through July, 2012.
3. Students opting for 2nd, 3rd and 4th payment options must leave a credit card number on file to secure payment.
4. The UCPA reserves the right to transfer a student to a more appropriate class based on their level, age and ability upon teacher recommendation. If a placement/trial class is recommended, enrollment will be pending teacher approval. If a class is not appropriate for a student, they will be not be admitted.
5. The UCPA reserves the right to cancel class due to insufficient enrollment. Students will be transferred to another class.
6. The UCPA shall not be liable for class cancellation due to acts of God, acts of terror, war, flood, fire or hurricane.
7. The UCPA shall not be liable for any theft or loss incurred in our building or parking lot area.
8. The UCPA is not responsible for any injury that may occur in class or anywhere on our premises and shall be held harmless should any injury occur while on the premises. The UCPA shall not be held responsible for any student who leaves the premises without parental consent.
9. Students should arrive 10 minutes before class and be picked up immediately following their classes. There will be no adult supervision for students left unattended after their class has ended.
10. Dance and theater classes require substantial amounts of physical energy, effort and varied body movements. Students who question their ability to handle such activity must consult with a physician prior to enrolling.
11. Proper dance attire and/or UCPA school uniform is required for all dance classes-NO EXCEPTIONS. This includes hair being neatly secured and in a proper bun for all ballet classes. Students improperly dressed will be asked to sit out. Please inquire about specific uniform requirements for each class.
12. Make-ups for missed classes are offered, but must be made during the semester in which they were missed. MAKE-UP CLASSES WILL NOT BE TRANSFERRED TO A FUTURE SEMESTER, NOR WILL A CREDIT BE GIVEN.
13. Students discontinuing class for any reason must notify the office in writing or you will be responsible for any remaining tuition balance.
14. If you need to speak with your child's teacher, please make an appointment to speak with them apart from class time. Teachers are unable to take away from class time to speak with parents.
15. PARENTS AND FRIENDS ARE NOT PERMITTED TO SIT IN DURING CLASS. It is distracting to the students and teachers. Parents and guests will be invited to attend Open House and End of Term Presentations.
16. The UCPA reserves the right to dismiss any student who is disruptive in class. Appropriate language and behavior is expected from all students and parents. Adults and children behaving inappropriately will be asked to leave the premises.
17. Checks returned for any reason are subject to a \$30.00 fee.
18. **PAYMENTS NOT RECEIVED WITHIN 10 DAYS OF THE DUE DATE WILL BE SUBJECT TO A \$30.00 LATE CHARGE.**  
 PAYMENT DUE DATES: 1ST PAYMENT DUE AT ENROLLMENT; 2ND PAYMENT DUE 2/3/12; 3RD PAYMENT DUE 3/2/12; 4TH DUE 4/6/12.

**For any other questions or concerns, please call the UCPA office at 954-475-3000.**