



ARTS ACADEMY AT GRACE
 419 SOUTH MAIN STREET
 LEXINGTON, NC 27292
 PHONE 336.249.7211 FAX 249.8711
WWW.GRACECHURCHLEXINGTON.ORG

CONTACT FOR MORE INFORMATION:
 THE REV BONNIE DUCKWORTH, DIRECTOR
BDUCKWORTH@GRACECHURCHLEXINGTON.ORG

REGISTRATION FORM

(Rev. 08/2009)

• ONE FORM PER STUDENT • PLEASE PRINT IN INK •

DATE:	SEMESTER: FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/>
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STUDENT INFORMATION • PLEASE COMPLETE, SIGN, AND SUBMIT FORM TO THE ADDRESS LISTED ABOVE •

LAST NAME		FIRST NAME (GOES BY)		FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>
ADDRESS			CITY	STATE	ZIP
DATE OF BIRTH	SCHOOL NAME	GRADE		HOME PHONE	
OCCUPATION	ORGANIZATION			WORK PHONE	
EMAIL [PARENT/GUARDIAN OR ADULT STUDENT]				CELL PHONE	
HOW DID YOU HEAR ABOUT THE ARTS ACADEMY AT GRACE? ARTS DISCOVERY CAMP <input type="checkbox"/> BROCHURE <input type="checkbox"/> FRIEND <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> WEBSITE <input type="checkbox"/>					

• COURSE DETAILS & POLICIES ARE FOUND IN THE ACADEMY BROCHURE & WEBSITE •

GROUP CLASSES		ALL REGISTRATION FEE(S) + TUITION = SUBTOTAL			
CLASS	REGISTRATION FEE \$	+	TUITION \$	=	\$
CLASS	REGISTRATION FEE \$	+	TUITION \$	=	\$
					GROUP CLASS SUBTOTAL \$

PRIVATE LESSONS • FULL SEMESTER REGISTRATION REQUIRED FOR ALL PRIVATE LESSONS •

- PLEASE CONTACT THE ACADEMY FOR MORE INFORMATION ABOUT PRIVATE LESSONS IN ART AND 45 MIN/60 MIN PRIVATE LESSONS •
- **REGISTRATION FEES: \$25.00 PER YEAR OR \$15.00 PER SEMESTER •**

						ALL REGISTRATION FEE(S) + TUITION = SUBTOTAL	
GUITAR	<input type="checkbox"/>	30 MIN	<input type="checkbox"/>	REGISTRATION FEE \$ 15.00 / \$ 25.00	+	TUITION \$	= \$
PIANO	<input type="checkbox"/>	30 MIN	<input type="checkbox"/>	REGISTRATION FEE \$ 15.00 / \$ 25.00	+	TUITION \$	= \$
VIOLIN	<input type="checkbox"/>	30 MIN	<input type="checkbox"/>	REGISTRATION FEE \$ 15.00 / \$ 25.00	+	TUITION \$	= \$
ART	<input type="checkbox"/>		<input type="checkbox"/>	REGISTRATION FEE \$ 15.00 / \$ 25.00	+	TUITION \$	= \$
	<input type="checkbox"/>		<input type="checkbox"/>	REGISTRATION FEE \$	+	TUITION \$	= \$
	<input type="checkbox"/>		<input type="checkbox"/>	REGISTRATION FEE \$	+	TUITION \$	= \$
PREFERRED DAY/TIME	IMPOSSIBLE DAY/TIME			PRIVATE LESSON SUBTOTAL \$			

- PAYMENT INFORMATION • REGISTRATION FEE IS REQUIRED, NON-REFUNDABLE AND MUST BE RECEIVED WITH TUITION PAYMENT •**
- GROUP CLASSES • FULL TUITION MUST BE RECEIVED WITH REGISTRATION FEE(S) PAYMENT, UNLESS THE GROUP CLASS RUNS THE FULL SEMESTER •
 - PRIVATE LESSONS • FULL SEMESTER TUITION PAYMENT OR FIRST TUITION INSTALLMENT PAYMENT MUST BE RECEIVED WITH REGISTRATION FEE(S) •

ENROLLMENT AGREEMENT		PRIVATE LESSON(S) TUITION PAYMENT PREFERENCE	
• MUST BE PARENT/GUARDIAN OF STUDENT OR 18 YEARS & OLDER TO SIGN •		SEMESTER PAYMENT IN FULL <input type="checkbox"/>	INSTALLMENT PAYMENTS <input type="checkbox"/>
I AUTHORIZE THE ARTS ACADEMY AT GRACE FULL MEDIA IMAGE USE OF THE ABOVE REGISTERED STUDENT. I HAVE READ AND AGREE TO THE ARTS ACADEMY POLICIES THAT ARE PROVIDED ON THE BACK OF THIS FORM. I ACCEPT FULL RESPONSIBILITY FOR ALL INCURRED CHARGES AND FEES.		ALL REGISTRATION FEE(S) + TUITION SUBTOTALS = TOTAL	
		GROUP CLASS SUBTOTAL \$	
		PRIVATE LESSON SUBTOTAL \$	
SIGNATURE	DATE	TOTAL DUE \$	
PRINTED NAME		THANK YOU!	
		PAYMENT BEING MADE TO ENROLL AND BEGIN CLASSES/LESSONS \$	

Policies

General Information

REGISTRATION

Registration fees are non-refundable and vary according to length of course:

Up to 6 week course - \$5.00

7-10 week course - \$10.00

11 week course or more - \$15.00 (Semester - \$15.00 or Year - \$25)

To register for private lessons, complete the registration form and return it along with the non-refundable registration fee (\$15.00 for semester). The tuition fee for the semester for private lessons (or appropriate charge per payment plan) should also be included with registration. Once your registration form and fees are received, you will be contacted about scheduling lessons.

To register for group classes, complete the registration form and return it along with the stated registration and class fee as shown in the class description.

WHO MAY REGISTER

We believe the arts are for everyone! We offer classes for young children through adults. Private lessons can begin for most children on any instrument at the age of eight. Suzuki instruction is also available for younger violin students. For Details please contact the Academy Director.

REGISTRATION FEE

Each student must pay a non-refundable registration fee; registration fees vary, see class description.

EQUAL OPPORTUNITY

The Arts Academy at Grace 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.

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 336-249-7211 if you need to cancel a lesson for any reason. (It is best for students who are sick not to come to lessons. This helps keep other students and our staff healthy!) 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.

TUITION FOR PRIVATE 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 October lessons is due by September 30.

MATERIALS

Tuition for private music lessons does not include printed materials. Students may buy books and sheet music through the Academy or from any retail outlet. Your instructor will let you know what books, etc. you will need.

SUPPLIES

Supplies for art lessons are included in the cost of classes unless otherwise stated.

CLASS CANCELLATION

The Academy reserves the right to cancel classes/lessons with insufficient enrollment. In the event that a class is cancelled, tuition will be refunded.

WEATHER-RELATED CLOSINGS

In cases of inclement weather or unsafe road conditions, classes may be canceled. 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 (336-249-7211). 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.
- Students should arrive and be picked up on time for their lessons. For their own safety, students should wait inside the building until someone arrives to pick them up.
- Please use the office phone for emergencies only.
- 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.

RESPECT FOR TEACHERS & FACILITIES

Students and their siblings should be on their best behavior while at the Arts Academy. Students are expected to treat each other, parents, teachers and staff with respect. Parents, please do not allow children to run, yell, or play in the halls, restrooms or other parts of the building, or allow them to enter the church office without parental supervision.

SCHOLARSHIPS

Partial scholarships are awarded on the basis of financial need, student interest and available funds. Applicants must complete and return a scholarship request and registration form at least one week prior to the first class. Please call our office for more information at 249-7211.