

## **POLICIES AGREEMENT FORM**

### **PLEASE SIGN AND RETURN TO THE CUSTOMER SERVICE CENTER**

Classes and lessons at The Fine Arts Association are open to all people regardless of race, sex, religion, age, disability or national origin.

**Privacy**

The Fine Arts Association respects the privacy of our customers. We will not sell or give your information to any other vendor without your permission. Any information provided to us is used exclusively for internal purposes.

**Fees/Tuition and Registration**

Tuition and registration fees are due at time of registration. Music students can inquire about our Payment Plan Option. By registering for classes or private lessons you are committing to an entire session (Fall, Spring, Summer) and the full amount of tuition. Discounts may be available. Refer to the class catalogs for details.

**Class Confirmation/Cancellation**

In case of a class cancellation due to insufficient enrollment or other events, you will be notified by phone at least 48 hours prior to the first day of class, and given a full refund for class tuition and registration fee.

**Refunds**

Refunds for class fees are given only when a student withdraws from a class at least seven days prior to the first day of class. No credits or refunds will be given after that time. Registration fees are non-refundable. Refunds will not be given to any student who is asked to withdraw from a class due to disruptive behavior.

**Makeup Lessons**

Makeup Lessons will be provided when there are school closings or instructor absences.

**Mid-Session Registration**

Registrations are accepted in most group classes and all private lessons (based on availability) after a session begins. Tuitions are pro-rated, but not eligible for discounts and are subject to all refund policies.

**Waiting List Options**

Class sizes are limited and acceptance into a class is on a first-come basis. When a class limit is reached, you may request to be added to a waiting list. In the event of a student cancellation, or if a new class is added, those on the waiting list will be contacted on a first-come basis. You will receive a call **ONLY** if a space becomes available.

**Returned Checks**

A \$35 fee will be charged to accounts for checks returned for any reason.

**Financial Aid/Scholarships**

United Way of Lake County provides need-based scholarships for Lake County residents. Other scholarships are also available. A student is eligible for **only one scholarship per session**. Inquire at the Customer Service Center by calling (440) 951-7500.

**School Closings**

Our calendar year differs from area school systems; therefore, we are not closed on all area school holidays. Please refer to the school calendar in the current class catalog. If The Fine Arts Association is closed due to poor weather conditions or emergency situations, closing information can be found on Channels 3, 5, 8, 23, 25, 43 and 19, and on most FM radio stations.

*I agree to release and indemnify The Fine Arts Association, its officers, trustees, employees and agents from all claims, costs, liabilities, expenses and judgments, including attorney fees and court costs arising out of my or my child's participation in classes and/or lessons. The Fine Arts Association reserves the right to dismiss or otherwise discipline any person whose behavior is not acceptable or endangers the safety of themselves or others. Unacceptable behavior includes verbal harassment, physical assault or sexual abuse, the use or possession of alcohol or fire arms. The use, purchase or sale of any illegal substances at The Fine Arts Association is strictly forbidden and will not be tolerated. If anyone is involved in any activity associated with these substances or devices, the appropriate law enforcement agency will be contacted to deal with the situation. Costs incurred by The Fine Arts Association in a disciplinary action will be the responsibility of the participant, parent or guardian.*

*By registering for a class and/or lessons, the student/parent or guardian understands and agrees to the terms and conditions as set forth above.*

***PLEASE NOTE! By signing this, I do hereby grant and give The Fine Arts Association the right to use my or my child's photography or image with or without my or my child's name, both single and in conjunction with other persons or objects for any and all purposes including, but not limited to, private or public presentations, advertising, publicity, and promotion relating thereto. If you do not wish to grant permission for you or your child to be photographed, check this box.***

Student's Name (Please Print) \_\_\_\_\_

Student's/Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_