



# Registration Form

If you have questions, please contact the Performing Arts Academy at 405-208-5410.

For office use only:

Banner ID \_\_\_\_\_

(Circle One) Fall / Spring / Summer Year \_\_\_\_\_ Date \_\_\_\_\_

## Parent or Billing Information

Mr. / Mrs. / Ms. / Miss / Dr. Last Name \_\_\_\_\_ First \_\_\_\_\_

(Circle One)  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Other/Mobile \_\_\_\_\_

Spouse Name \_\_\_\_\_ Parent Email \_\_\_\_\_ Student Email \_\_\_\_\_

(if applicable)

## Student(s) Information

1.) Last \_\_\_\_\_ First \_\_\_\_\_ Male/Female

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Current School \_\_\_\_\_ Grade \_\_\_\_\_

a.) Instrument/Class \_\_\_\_\_ Teacher \_\_\_\_\_ Lesson Length \_\_\_\_\_

Price of Lesson/Class \$ \_\_\_\_\_ (multiplied by) Number of weeks \_\_\_\_\_

b.) Instrument/Class \_\_\_\_\_ Teacher \_\_\_\_\_ Lesson Length \_\_\_\_\_

Price of Lesson/Class \$ \_\_\_\_\_ (multiplied by) Number of weeks \_\_\_\_\_

## Tuition Information

Please add Totals and subtract Discounts down column for Subtotal

= Tuition \$ \_\_\_\_\_

- Discount \$ \_\_\_\_\_

= Tuition \$ \_\_\_\_\_

- Discount \$ \_\_\_\_\_

1.) Last \_\_\_\_\_ First \_\_\_\_\_ Male/Female

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Current School \_\_\_\_\_ Grade \_\_\_\_\_

a.) Instrument/Class \_\_\_\_\_ Teacher \_\_\_\_\_ Lesson Length \_\_\_\_\_

Price of Lesson/Class \$ \_\_\_\_\_ (multiplied by) Number of weeks \_\_\_\_\_

b.) Instrument/Class \_\_\_\_\_ Teacher \_\_\_\_\_ Lesson Length \_\_\_\_\_

Price of Lesson/Class \$ \_\_\_\_\_ (multiplied by) Number of weeks \_\_\_\_\_

= Tuition \$ \_\_\_\_\_

- Discount \$ \_\_\_\_\_

= Tuition \$ \_\_\_\_\_

- Discount \$ \_\_\_\_\_

## Payment Information

Check  VISA  MasterCard  Discover  AMEX

\_\_\_\_\_  
Cardholder Name Security Code

\_\_\_\_\_  
Credit Card Number Exp. Date

\_\_\_\_\_  
Authorized Signature

## Fee Calculations

Subtotal Tuition

Down Payment (First month's tuition + fees)

Registration Fee (\$20 Individual/ \$30 Family)

TOTAL REGISTRATION AMOUNT DUE

= \_\_\_\_\_

= \_\_\_\_\_

+ \_\_\_\_\_

= \_\_\_\_\_

I have read the policies listed on back and I accept these terms. \_\_\_\_\_ (Please initial)

**As part of your Enrollment in the OCU Performing Arts Academy, you agree to the following:**

**Tuition Discounts** - Students enrolled in more than one class or private lesson, or families with more than one member enrolled for lessons or classes, will receive a 15% discount. The discount will be taken from the less expensive tuition(s). Oklahoma City University faculty, staff, students and their immediate family will receive a 10% discount.

**Admission and Registration** - Students enroll for an entire semester of lessons. New students entering mid-semester register for the remainder of that semester. An annual registration fee of \$20 per individual or \$30 per family is payable each academic year, starting over in the fall. New students pay this fee upon registration, regardless of the semester. Students must return enrollment forms with payment before lessons or classes begin.

**Tuition and Payment** - Students enroll for the entire semester. A minimum of one month's tuition and fees are required upon enrollment. Tuition must then be paid in full by the 15<sup>th</sup> of the following month or default into our Monthly Payment Plan. You WILL NOT receive a monthly bill. It is your responsibility to pay by the 15<sup>th</sup> of each subsequent month.

Credit card payments may be made online, in the cashier's office, or by phone at 405-208-5146. Payments by check or cash (ONLY) are accepted in the Academy office.

**Late Fee** – If payment is not received by the 15<sup>th</sup> each month, a \$20 late fee will be placed on your account. This will be charged EACH MONTH there is no payment on the account.

**Delinquency in Payment** - Delinquency in payment of tuition and fees will result in suspension of lessons or classes. Instruction cannot resume until account is paid in full. Faculty will be notified whenever a student has an outstanding overdue balance on their account and advised to discontinue classes/lessons unless and until the account has been reconciled. Absences due to suspension of lessons because of delinquency in payment are considered unexcused absences and the student is still responsible for paying for these lessons. We reserve the right to cancel registration for any family who regularly carries an outstanding balances.

**Overpayments and Credits** - Overpayments or positive balances resulting from a withdrawal or change in registration will become an in-house credit for future use. Refunds under \$20 will not be processed.

**Returned Checks** - Oklahoma City University applies a \$30.00 fee to your account for each returned check.

**Collection of Delinquent Accounts** - If the Oklahoma City University Performing Arts Academy finds it necessary to employ outside collection services, the party responsible for payment of all Academy bills will pay the cost of such services, as well as reasonable attorney fees and court costs.

**Program Cancellation** - The Performing Arts Academy reserves the right to cancel programs with insufficient enrollment. In the event that a class is cancelled, you will be notified and given the opportunity to transfer to another class. If you do not enroll in another class, you will receive a full refund.

**Attendance** - Students are expected to be present for all classes and lessons for which they are registered. For private instruction, students are allowed one make-up lesson per semester due to illness or death in the family. If a student must cancel a lesson, he/she should call the Academy office or the teacher at least 24 hours in advance. Notification of inability to attend is a courtesy to the teacher, but does not excuse payment for contracted lessons. For group instruction, class absences may not be made up. When a teacher is absent, the lesson/class will be made up or the student's account will be credited.

**Withdrawals and Refunds** - Withdrawal from group class will be prorated until the fourth meeting of the class. After that time, no refunds will be given. Any withdrawal from private instruction will be prorated; however, a cancellation fee of \$25.00 will be assessed. This fee is waived in the case of serious illness, if a family moves from the area, or if the teacher feels it would be in the best interest of the student to discontinue lessons. Refunds under \$20 will not be processed.