



THE SCHOOL OF PERFORMING ARTS

Welcome to The School of Performing Arts!

We ask that all students and parents read and agree to the following.

School Rules and Policies

We're glad you have chosen The School of Performing Arts as your school! Success depends on regular attendance at all classes. Please arrive on time and prepared. If you must miss a class, please contact the office.

Class assignments will be determined at the time of registration. Students will be evaluated during the first few weeks of classes to ensure proper placement. Minimum enrollment may be required for some classes.

Dance students:

Students must be registered in each quarter to participate in classes. If a student is not registered they will not be admitted into the class, even if they have attended the previous quarter. Returning students have priority in registration which begins at least 3 weeks prior to the beginning of the next quarter.

Students are entitled to make up missed classes during the current session at equivalent level or below.

Dance students should attend all classes dressed in appropriate attire for each class, as indicated in our printed material, on the website, or requested by the teacher.

Music students:

Music students register for 18 week sessions. Private music tuition may be paid in full at registration or in two equal payments at the beginning of each 9 week period. There is a late fee of \$25 if the second payment is not made before the beginning of the 9 week period. **Regardless of your payment option students must commit to the 18 week session.**

Private music lessons cancelled less than 24 hours ahead of time will not be made up. Other make up lessons will be at the discretion of the instructor. Contact the instructor for information regarding make-up lessons.

Music students should bring their music, instrument and pencil, to each lesson. Music students are expected to practice their lesson material outside of class. Music teachers reserve the right to terminate lessons if there is a consistent lack of preparation.

Theatre students:

Theatre students should bring their script, music and pencil to each class. Due to the nature of some theatre classes they may be asked to supply some sort of prop, costume piece, and so on.

Spectrum students:

Students in Spectrum special needs program must complete an intake form and registration form.

Fees:

Registration fee - \$35 per family, per year

Returned check fee - \$25

Late payment fee - \$25 (dance ensemble paying monthly and music students paying quarterly)

Discounts:

The business office must be contacted to redeem the following discounts, provided the account qualifies:

Unlimited Dance Discount - \$690 / 9 week quarter (per student)

High School Orchestras and Poms Members – 10% off quarterly dance tuition (must provide a letter or performance program confirming membership)

Adult Dance Card - \$170 for 10 classes (Ages 18+)

By registering for or participating in any class, program or activity, the student and/or parent/guardian agrees that (a) The School of Performing Arts ("SPA") may use any photograph or video taken of the student/parent/guardian at SPA or any performance for promotional or news media purposes, (b) he/she acknowledges and assumes any risks of participation in any SPA class, program and activity, (c) SPA, its faculty, employees and volunteers, and any performance space vendor, shall be indemnified, defended, released and held harmless by student and parents/guardians for, against and/or from any expenses, damages, loss, claim, injury or action arising out of or related to, caused by, or suffered by such student while at SPA or participating in any SPA class, program or activity, and (d) SPA is not responsible for any lost, misplaced or stolen items.

All required fees are payable in advance and must accompany registration. **Students will be automatically enrolled for a full year with either a quarterly or semester charge entered into the family account at the beginning of each registration period unless the business office is notified of the student dropping. Tuition is non-refundable unless classes are cancelled for entire quarter or semester by The School.** Classes cancelled due to inclement weather may be made up as a missed class/lesson.

Please keep this form for your records. Mail in or bring the attached student registration form to:

The School of Performing Arts

200 E. 5th Ave., Suite 132, Naperville, IL 60563 • 630-717-6622

www.schoolofperformingarts.com



Authorization for Direct Payment

Here's how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made. Your payments will be made automatically each session throughout the class season. Proof of payment will appear on your account. If we have an e-mail address for you, you'll receive an e-mail notification any time a payment is processed. The authority you give to automatically charge your payment information on-file will remain in effect until you notify us in writing to terminate the authorization. If for whatever reason, payments cannot be processed to your payment information on-file and your account balance remains overdue, your enrollment in classes will be cancelled.

All you need to do is:

1. Mark the box next to the plan you'd prefer
2. Enter payment information
3. Sign, date, and return the completed form to the office
4. Notify the office any time your payment information changes



Automatic / Recurring Payment Plan

I authorize The School of Performing Arts to initiate electronic payments for the balances due on my The School of Performing Arts account. I understand that payments will be automatically made throughout the year for any balance due on my account. I understand that the payment amounts may vary as classes are added/dropped and as other charges/payments are applied to my account.

Payment Information:

Credit Card Type:

Card Number:

Expiration Date:

Account Holder's Name: _____

Signature: _____

Date: _____



NO Automatic / Recurring Payment Plan

I acknowledge that I am responsible to make timely payments of my balances due on my The School of Performing Arts account. I further acknowledge that if my payment is not received on or before the due date, I authorize The School of Performing Arts to initiate electronic payments for any balances due on my account. Payments will be processed with the payment information on-file at The School of Performing Arts.

Payment Information:

Credit Card Type:

Card Number:

Expiration Date:

Account Holder's Name: _____

One Time Payment Amount (if any): _____

Signature: _____

Date: _____