

| Fall Semester Classes | Cost | Monthly Payment Option | | | | |
|----------------------------------|-------|------------------------|-----|-----|------|---|
| | | Aug | Sep | Oct | Disc | |
| Improv ages 7-11 | \$165 | 55 | 55 | 55 | | Total \$_____ |
| Improv ages 12-adult | \$165 | 55 | 55 | 55 | | Accompanist Fee for Vocal Students \$_____ |
| Improv 2 ages 12-adult | \$165 | 55 | 55 | 55 | | Registration Fee \$_____ |
| Monologues ages 12-adult | \$165 | 55 | 55 | 55 | | Amount paid \$_____ |
| Adventures in Odyssey Class 1 | \$210 | 70 | 70 | 70 | | Cash_____ |
| Adventures in Odyssey Class 2 | \$210 | 70 | 70 | 70 | | Check_____ |
| Enacted Scripture | \$270 | 90 | 90 | 90 | | Visa_____ |
| | | | | | | Discover_____ |
| | | | | | | MasterCard_____ |
| | | | | | | Monthly payments _____ |
| Total full year costs | | | | | | Date_____ |
| Discounted Amounts | | | | | | |
| Total of page 2 | | | | | | |
| Total of Page 1 and 2 | | | | | | |

Before signing this form, please read your copy of the **School Term Policies**, which includes information about:

- Payment of Fees***
- Missed Lessons and Make-up Lessons**
- Care of Students**
- Injuries**
- Photo waiver**
- Withdrawals and Refunds**

**I have been given a copy of the School Term Policies.
I have read the policies and understand them.
By signing this form, I am agreeing to abide by them.**

Student Name (please print)

Signature of parent/adult student

Date

Greenleaf Music & Arts Academy

521 E. Kansas City Road
Olathe, KS 66061
913-397-7071
GreenleafStudio.org

School Term Policies

(Please keep these for future reference.)

Payment of Fees:

Tuition must be paid in full at the time of registration by cash, debit card or by a series of credit card payments or postdated checks dated the first day of each month (e.g.: Aug. 1, Sept. 1, etc.). All checks or payments must be received upon registration to confirm class time. No class times will be confirmed without receipt of postdated checks or preauthorized credit card payments. Failure to provide all the postdated checks or preauthorized credit card payments will result in an extra monthly fee of \$10 per month. All NSF checks will be charged a \$20 NSF fee. Those who pay for the full term (music or dance, not theater or art) will receive a 5% discount. Families who enroll in three or more classes will receive a 15% discount on their third and subsequent enrollments (of equal or lesser value). There is a \$20 non-refundable registration fee per student per year. There will be a \$30 fee for families enrolling two or more students. All tuition is nonrefundable.

Missed Lessons and Make-up Lessons:

Two make-up lessons will be given for missed lessons in the form of group theory classes which are highlighted in blue on your calendar. These will be held at 10 a.m. on those two Saturday mornings. No refunds are given for missed lessons. You may have these two make-ups for missed lessons for any reason, but only two are given. The studio closes for snow days only when the Olathe schools close. Lessons cancelled (music only) for snow days will be made up in the form of additional Saturday morning theory classes offered. There are no make-ups for individuals who miss ballet or drama classes. If these classes are canceled due to snow they will be made-up by an extra session(s) offered at the end of the term.

Care of Students:

The studio is not responsible for providing before or after class care for students. Parents with students under the age of 7 must remain in the studio during the classes. Students are not to be left for excessive time periods before or after class.

Injuries:

Parents, legal guardians of minors, students, and adult students waive the right to any legal action for any injury sustained on studio property resulting from normal class activity or any other activity conducted by the students before, during, or after class time.

Photo waiver:

Greenleaf may use photos of students and classes in promotional material without additional compensation.

Withdrawals and Refunds:

There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Withdrawals must be done in person and will not be accepted over the phone. Withdrawal must be done at the studio and not with the teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after May 1, 2011. To withdraw from classes a parent or adult student must:

1. Inform studio administration in person, and
2. Complete and sign a withdrawal form provided by the studio.

All unprocessed checks, dated after the one-month notice period, will be returned. All unprocessed credit card payments will be cancelled. No refunds will be given for full paid students. Instead they will receive a credit for future classes.

Greenleaf Music & Arts Academy reserves the right to terminate lessons to any students without notice. In such a case a full refund for unused lessons will be given.

I have read and understand the above policies and procedures and agree to abide by them.

Student Name (please print)

Signature of parent/adult student

Date

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