

## PLEASE READ CAREFULLY BEFORE YOU REGISTER.

1. You must register in person at the Fine Arts Center Box Office.
2. Registration should be made as soon as possible as **class size is limited**. We keep a waiting list in the event there are unexpected openings.
3. **Full payment** is due upon enrollment. Checks, cash, money orders and all major credit cards are accepted.
4. ALL FORMS MUST BE COMPLETED AND SIGNED AND BROUGHT IN WITH FULL PAYMENT IN ORDER TO REGISTER.

## GENERAL POLICIES

- Music Box Theatre is open to students ages 5 – 9.
- The Fine Arts Center reserves the right to change class instructors when necessary.
- The Fine Arts Center reserves the right to refuse enrollment to participants with a history of unacceptable behavior.
- All participants must submit a **medical authorization** form signed by parent or a legal guardian at the time of registration or no later than the first day of class.
- Parents must arrive to pick up their children on time.
- Disorderly conduct or misbehavior while on CSFAC grounds will not be allowed and may result in dismissal from the program.
- Suspension due to misconduct does not release the student/parent from financial obligation to the CSFAC.
- **Tuition fees are for the entire class/workshop as scheduled regardless of attendance. No refunds or make up classes will be given for absences. We do not pro-rate tuition.**

## WITHDRAWAL AND REFUND POLICIES

- Once registration is made with payment, we consider you committed to the class/workshop and withdrawal is only permitted for extenuating or emergency situations to be discussed with and determined by the principal instructor.
- Once registered, no refunds will be given.
- Failure to attend sessions or verbal notification to the instructor will not be regarded as an official notice of withdrawal. *No refunds* will be given to participants who elect to arbitrarily withdraw from the program once it has begun.
- Checks returned are not honored for any reason and will be subject to a \$15.00 NSF charge.

## PUBLICITY WAIVER

Unless informed otherwise in writing, the Fine Arts Center considers photographs taken of students and their work in class and in performance to be permissible for publication in Theatre Journeys marketing materials and in Fine Arts Center informational publications, including our website.

## NOTE

**Registration implies the responsible party has read and agrees to all General Policies, the publicity waiver and the above Withdrawal and Refund terms.**