



EMMANUEL ARTS ACADEMY

Registration Form Spring 2014

STUDENT INFORMATION

NAME _____ SEMESTER (fall, spring, summer) _____

GENDER (M/F) _____ BIRTHDATE (M/D/Y) _____ AGE _____ GRADE _____

NAME OF SCHOOL OR HOMESCHOOL GROUP _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE# _____ STUDENT'S CELL # _____

STUDENT'S E-MAIL _____

NEW STUDENT BACKGROUND (List any prior training & experience you feel would be helpful in placing you with the appropriate teacher and skill level). For those with a performance resume, please attach.

Please list names of other family members currently enrolled in the Academy:

How did you hear about Emmanuel Arts Academy?

PARENT/GUARDIAN INFORMATION (if student is a minor)

NAME: _____ CELL # _____ WORK # _____

NAME: _____ CELL # _____ WORK # _____

ADDRESS (if different from student): _____

E-MAIL ADDRESS FOR ACADEMY CORRESPONDENCE _____

(most information will be distributed via e-mail – recital information, class verifications, etc.).

CLASS REGISTRATION REQUEST (refer to class offerings for day/time & tuition costs)

Class name _____ day/time _____ tuition fee _____

Class name _____ day/time _____ tuition fee _____

PRIVATE LESSONS

Instrument: _____ Instructor (if known): _____

Length of lesson per week: _____ 30 minutes _____ 45 Minutes _____ 60 minutes

Instructor preference*: _____ EC Student Instructor (\$12.50) _____ Affiliate Instructor (\$16-20)
_____ EC Faculty (\$25-30)

*Emmanuel College (EC) student instructors have received pedagogical training and work under the supervision of an Emmanuel College professor. Affiliate instructors are not Emmanuel College faculty but hold a minimum of a bachelor's degree or comparable professional experience in the field.

Preferred day and time (1) _____ (2) _____

TUITION AND FEES

Class tuition and fees are due at the time of registration. Payments must be made with cash, credit card or check, payable to Emmanuel College. Full payment or other payment arrangements must be made prior to instruction. Tuition for classes is based on a minimum enrollment of 5 students. The Academy reserves the right to cancel classes which do not meet the minimum enrollment, in which case, the student will receive a full refund or be referred to another class for enrollment consideration.

Yearly Registration Fee

The yearly Academy registration fee is **\$30 per student or \$50 per family**. The fee provides helps provide free admission to all class recitals, featured special concerts and master classes.

Late Fee

A \$10 late registration fee is required for applications received after the posted registration deadline.

Discounts

- The yearly Academy registration fee is waived for all Emmanuel College students, faculty and staff, and persons 60 years old and older.
- A discount of \$10 per student per class is offered after the highest priced class is paid in full.
- A discount of \$15 is offered to the second and third registrants of the same family. This applies only when students reside in the same household and are registering within the same semester.
- Admission is free to all Academy performances, including faculty recitals.

Payment

Yearly enrollment fee (\$30 per student or \$50 per family)	\$ _____
Total class/lesson tuition	\$ _____
Class supply fee (if applicable)	\$ _____
Deductions (see above) & state reason	\$ _____
Late fee \$10 (if paying after registration deadline)	\$ _____
Total	\$ _____

Please note your method of payment. You may call in with credit card payment:

____ My check/money order is enclosed (payable to Emmanuel College)

____ Charge my Visa: ____ MasterCard: ____ Discover: ____ American Express: ____

Name of card holder & billing address: _____

Credit card number : _____ Exp. date: _____

Signature _____

Payments may be made in person to the cashier at Emmanuel College, Aaron #103, 181 Spring Street, Franklin Springs, or mailed to **Emmanuel Arts Academy, P.O. Box 129, Franklin Springs, GA 30639**; Phone: **706.245.7227**.

You may also fax your registration form with credit card payment to 706-245-4424.

MISSION STATEMENT & POLICIES

Mission Statement

Emmanuel Arts Academy is an extension of Emmanuel College. The College's institutional mission states *Emmanuel College is a Christ-centered, liberal arts institution which strives to prepare students to become Christ-like disciples who integrate faith, learning, and living for effective careers, scholarship and service.* Emmanuel Arts Academy is committed to carry on this important mission by offering quality professional instruction integrating faith and the arts in our Northeast Georgia community.

Attendance

No make-up lessons are offered for classes or group instruction. For **private lessons**, it is an expected courtesy to notify your instructor when you cannot attend a class or lesson; however, no refund or credit will be made for a missed lesson. One excused absence is allowed per semester with notification 24 hours in advance to the teacher. This make-up lesson will be scheduled at a time mutually convenient for the student and the instructor.

Refunds

Notice of intention to withdraw must be received, in writing, by the Academy Director, Dr. Deborah Stark. Refunds are an exception to the policy and are considered only when the full tuition and fees have been paid and the student withdraws before the beginning of the fourth week of the semester. In such cases, 100 percent of the tuition will be refunded if the student withdraws before classes or lessons begin; 75 percent of the tuition is refundable during the first week; 50 percent during the second week; and 25 percent during the third week of the semester.

Permissions

The Emmanuel Arts Academy reserves absolute rights to use, reproduce, copy, exhibit, or distribute any videotape, audiotape, photographs, computer files or media files in which a student may be included for Academy publicity, newsletters or other promotional purposes.

PARENTAL AGREEMENT AND PLEDGE

Enrolling a child in Emmanuel Arts Academy is an investment in his or her future enjoyment and participation in the arts. Arts training requires specialized skills that only come with practice and effort. Students need encouragement and parental partnering to stay committed to class attendance and to help them develop self-discipline through regularly scheduled practice. We ask that parents/guardians pledge the following:

- I will encourage my child in his/her studies and completion of practice requirements. I will ensure my child attends all scheduled classes with the necessary materials and arrives on time.
- I understand the mission and policies of Emmanuel Arts Academy and have included my payment as outlined above.

Signature

Date