

REGISTRATION FORM

Please fill out the whole form and sign each page. Please make your checks or money orders payable to "Lascaux Academy" and remit the form along with full amount of payment to **P.O. Box 366, Belmont, CA 94002**. You can fax the form to **(206) 337-1156**. Please ensure that you mail payment in order to reserve spots. **By filling out the registration form, students' parents and/or guardians agree to abide to all terms and policies on this form and our website even if students' parents and guardians forget to sign their names.**

How did you learn about us? (If from website, please specify which website.)			
Student's Name (first last / last name)		2 nd child (if applicable): Student's Name (first last / last name)	
DOB (M/D/Y)	Gender: F / M	DOB (M/D/Y)	Gender: F/M
School Attended	Grade	School Attended	Grade
Father's Name / Guardian (first last)		Mother's Name / Guardian (first last)	
Phone (Day)	(Work)	(Home)	(Mobile)
Email 1		Email 2	
Home Address		City	Zip code
Emergency Contact (first name / last name)		Phone (Day)	Phone (Evening)
Family Physician		Preferred hospital (Phone)	
Health insurance provider		Insurance policy #	
Is (are) your kid(s) allergic to anything? Symptoms? Medical prescribed?			

Seasonal camp

Months and Weeks	AM, PM, or All-day	Weekly themes	Number of Registrant (and names)	Fees due
Total amount due				

Year-round art class

Students' names	Class		Time on the day Day in a week <small>(for example, W 4 – 6pm)</small>	Join annual membership \$50 per year (Yes / no)	Fees due
	Chinese language (Simplified or traditional)	Ceramics Comics Mixed-media Art Watercolor			
Total amount due					

Your name in print _____ Signature _____ Date ___ / ___ / _____

Terms & Policies for Year-round Art Class

- * **Instructors:** classes are instructed by different Instructors and Staffs of Lascaux Academy. When substitute teachers are presented, students cannot request refund or pro-rate fees accordingly.
 - * Students for year-round class can enroll at anytime unless specified otherwise. There is a minimum of four classes for Mixed-media art and watercolor class for each new student. (Ceramics, comics, language class and seasonal camp might have different terms). For example, if a student enrolls in Tuesday class on 4/20/2009, the student needs to pay for four classes through 5/11/2009. In May, the student just need to pay the remaining two classes through the end of May. From June on, the student will be on regular billing cycle: fees are due the last class prior to each month (the week prior to each month). We usually send invoice via email. Students and parents and/or guardians please make makes on calendar in case the email does not go through. We do not waive late payment fee if students and/or parents did not receive invoice.
 - * **Membership:** Membership is not required. However, students that join our annual membership for only \$50 per year are eligible for taking most of our year-round classes at **members' rates** (usually 10% - 20% lower than non-member's rate) unless specified otherwise. Non-members pay tuition at **non-members' rate** (usually market rate). Members' rate might not be applied on seasonal art camp or other programs that entail different terms.
 - * **Payment, refund and financial charges:** Registration will only be confirmed and spot(s) will only be reserved when payment is received. Class fees are due **the week prior to the first class of each month**. Please make a copy of the filled Registration form and remit it to the following address along with your payment to: **Lascaux Academy (PO Box 366, Belmont, CA 94002)**
- Please do NOT send cash.** All fees are non-refundable and non-transferable. Students will receive a receipt via email as soon as we process your Registration form. All fees are non-transferable. Fees will only be refunded when the class is canceled. **There is a \$35 financial charge for any bounced check. There is a \$10 late payment fee for each week delayed. There's a \$5 late pick-up fee for each 10 minute late.**
- * **Emergency:** it is very important to fill out the Emergency Contact(s) information. In case of emergency, if we cannot reach the Emergency contacts, we reserve the right to contact the police department or ambulance at cost of Parents and/or Guardians.
 - * **Auditing:** parents or visitors are not permitted to stay in the classroom during instruction to avoid distracting students unless we request parents to stay. We encourage parents to let children stay in the class alone to encourage their independence.
 - * **Orientation:** Visitors are welcome to schedule an orientation to visit our facility by appointment.
 - * **Make-up classes** are not always permissible pending on the nature and policies of different classes. As for classes that allow students to make up, we need students' 3-day's prior notice via email for absence in order to be eligible for make-up class. Please email us 3 days in advance to schedule make-up class as well. Students have one exception for emergency and sudden sickness every 6 months. Students can only make up one class per month (including emergency and sudden sickness). Unused make-up class cannot be carried over. Please leave make-up for real emergency and sickness in order not to get behind on assigned projects.
Students *cannot reschedule make-up class* once spots are reserved, *nor can students make up their make-up class* if they miss it. Students must make-up class within 30 days from the date of absence; however, students cannot make up class before their first class starts or after they drop out. There's no guarantee that there are spots available for make-up class. We reserve our rights to decline students for make-up class when class is full even if spots were reserved. Instructors need to take original students and their projects from the class as priority. Instructors might not be able to help make-up students with projects different from what they are teaching.
- Vacational leave:** When students need to withdraw for more than one month, students can pre-pay tuition of the month they are going to return (or pay half monthly fee as deposit) in order to *get their spots reserved* and get \$30 re-enrollment fee waived. Payment must be made **before students drop out** in order to be eligible for the fee waiver. Thank you for your understanding and cooperation!
- * **No disruption** is allowed in the class. Students that disrupt the class and refuse to abide to general class rules will be asked to leave the class (with Parents' and / or Guardian's company). The remaining fee will be forfeited.
 - * **No disruption** is allowed in the class. Students that disrupt the class and refuse to abide to general class rules will be asked to leave the class (with Parents' and / or Guardian's company). The remaining fee will be forfeited.
 - * **All learning materials, instructions and art supplies** are for in-class use only. Students cannot take them home.

Your name in print _____ Signature _____ Date ____ / ____ / ____

* **School projects and individual projects:** We charge \$40 per hour for school projects and individual projects that take instructors extra out-of-class hours to prepare for. Instructors will determine whether or not the project needs out-of-class hours and how much time it takes. All instructions that instructors prepare for school projects and individual projects are for in-class use only. Students can buy them at \$10 per sheet (or per set) pending on how complicated the instructions are. Copyrights of instructions that instructors prepare for school and individual projects belong to the instructors and the owner of Lascaux Academy.

* Incomplete Registration form will not be processed and accepted. All terms, fees and policies are subject to change with or without notice pending on circumstances.

* **Children's Online Protection Act:** Your child wants to use features of our website (lascauxacademy.com) that involves collection, use and / or disclose about personal information of your child. Children's Online Protection Act requires us to show you our privacy policy and obtain your consent before we collect, use and / or disclose personal information of your child.

* **Notice of non-discriminatory policy:** The owner, instructors, staffs and contractors of Lascaux Academy do not discriminate against any individual based on race, gender or nationality regarding admission, student rights, or any faculty and/or staff-related issues. However, the owner, instructors, staffs and contractors of Lascaux Academy reserve the rights to refuse to serve any rude, uncooperative, and/or disruptive customer, and/or customers that are unwilling to abide to our class policies and terms.

* **Waiver:** By filling out the registration form and signing your name (or names of Parents and/or Guardians for minors), customers give their permission for themselves and/or their children to participate in our classes and/or activities and also agree to hold Lascaux Academy, their program and activity instructors, contractors, drivers, harmless from all liability which may arise as a result of participation in such activities. Students, Parents and/or Guardians of minors give permission to the Owner of Lascaux Academy to use their (or their children's) photos, works of art, and personal information on our website, books, teaching materials, brochures, flyers or other forms or marketing and teaching purposes. Adult students and minors' parents' and/or guardians understand that the classes and activities at Lascaux Academy might involve risk, accidental injury, soiling of clothes, or other incidents and hereby voluntarily assume such risks.

I have read the foregoing terms and policies and those on the website and agree to abide to them. I agree to waive all rights for all legal claims and lawsuits against the Owner, Staffs, Agents, Representatives, third-party services and all Associates of Lascaux Academy under any circumstance.

Parent(s) name(s) [First name / Last name] _____

Parent(s) signature(s) _____ **Date** ____ / ____ / ____

(Please ensure that you have read and agreed to abide to all terms and policies on this form and our website before you enroll and sign the form. By filling out the registration form, students' parents and/or guardians agree to abide to all terms and policies even if students' parents and guardians forget to sign their names.)