

Policies and Procedures

TUITION POLICY

For your convenience, the Celebration Academy of the Arts offers three payment options:

1. Payment in full in advance by semester.
2. Online payments through your checking account, Visa, MasterCard or debit card.*
3. Automatic withdrawal by month or semester.**

* **For online payments:** Go to www.firstbaptistraytown.com/caa.asp.

** **Automatic Withdrawal System:** To utilize First Baptist Raytown's automatic withdrawal system, fill out the application form completely and return it with a voided blank check. The application form can be downloaded when you register online or you may fill out the authorization for direct payments section on the back of this page.

These payment options are available for any class or private lessons. Please see other inserts for fee descriptions.

ABSENCE POLICY (PRIVATE LESSONS)

Make-up lessons for one reported absence per student are provided during the week following the conclusion of each semester, during the student's regularly scheduled time. The academy will also offer make-up lessons for lessons missed due to teacher absence or inclement weather. Cancellation of lessons due to inclement weather will be based on the Raytown Public School System.

TEACHER CONTRACT

The faculty of Celebration Academy of the Arts signed a contract upon their hire that if at any time they cease to be affiliated with the academy, they will not attempt to take their students to another location.

CHILD PROTECTION

In accordance with the Child Protection Policy implemented by First Baptist Raytown, all private lessons must take place within the church facility and in a room with a security camera. All lessons will be videotaped to ensure the safety of the students. In addition, background checks are performed on all faculty upon their hire.

Registration & Contract

Register online at www.firstbaptistraytown.com/caa.asp or fill out the form below. Please include \$10 program fee per student with registration.

Returning Student New Student

Student's name _____ Date _____

New Students: Please fill out the following section in its entirety.

Returning Students: Please indicate any changes to personal information below.

Street Address _____

City _____ State _____ ZIP _____

Birth date ____/____/____ Home phone (____) _____

Work phone (____) _____ Cell phone (____) _____
Check one: Mom Dad Student Check one: Mom Dad Student

E-mail _____
Check one: Mom Dad Student

Are you a member of FBR? Yes No

If not, where do you attend church? _____

If student is under 18 years old: _____

School _____ Grade _____

Parents' name(s) _____

Returning Students in Private Lessons: Please answer all of the following questions.

I am enrolling in the same instrument(s) and/or voice. Yes No

If no, please fill out the following section.

I am enrolling with the same teacher. Yes No

If no, who are you requesting? _____

I would like the same day/time. Yes No

If no, what are your top three day/time preferences? _____

New Students: Please complete your registration for private and/or class instruction below.

PRIVATE MUSIC INSTRUCTION

Instrument _____

How many years of instruction have you had for this instrument? _____

Day of week preference _____ (Wednesday evenings and Sundays not available)

Time of day preference _____ (Choose a time of day between 2:00-9:30 p.m.)

Registration & Contract *continued*

Contract

The following criteria must be met in order to sign the contract.

- **Student commitment.** By signing this contract, the student is committing to the full semester. If the semester is broken into two non-penalty payments (e.g. spring semester), the student is still committing to attend for the full semester.
- **Student attendance.** Attendance is vital for the progress of each student. In many cases, the students' commitment to attendance becomes imperative for the success of the class. (E.g. in a drama class where skits and plays are involved, students depend on each other's presence in order to properly rehearse.)
- **Supplies.** Students are expected to bring the necessary supplies, scripts and/or assigned music to class each week.
- **At home preparation.** Drama students are expected to memorize lines outside of class and come prepared to meet the memorization deadlines set by the instructor. Band students are expected to practice on their own so the teacher can focus rehearsals on ensemble work. Private music students are expected to practice at home on a daily basis.
- **Tuition.** Tuition is due in advance and is non-refundable unless the class is cancelled due to insufficient enrollment. In this case, instruction fees will be refunded. For tracking purposes, the academy will only accept checks or money orders, payable to FBR Celebration Academy.
- **Make-up policy.** In the week following the conclusion of each semester, the academy will provide make-up lessons for one reported absence per student during the student's usual scheduled time. The academy will also offer make-up lessons for lessons missed due to teacher absence or inclement weather. Cancellation of lessons due to inclement weather will be based on the Raytown Public School System.

Parent's signature (for students under 18 years old)

Date

Student's signature (for adult students)

Date

If you would like to enroll, please complete the Registration form, sign the Contract and mail it to the address below:

Celebration Academy of the Arts
First Baptist Raytown
10500 E 350 Hwy
Raytown, MO 64138
816-778-1114

Authorization for Direct Payments (ACH Debits)

To sign up for automatic withdrawal, please fill out the following form. Please read carefully, and sign and date the contract.

Church Name: First Baptist Raytown

I (we) hereby authorize First Baptist Raytown, hereinafter call CHURCH, to initiate debit entries from my (our) Checking Account Savings Account (select one) indicated below at the bank or other depository financial institution named below, hereafter called DEPOSITORY, and from debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

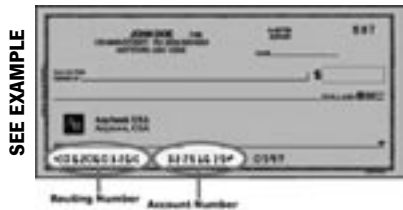
Bank or Other Depository Name: _____

Branch (if known) _____

City: _____ State: _____ Zip: _____

Routing Number: _____

Account Number: _____



Please also attach a voided blank check from the account you wish to debit.

Your payment will automatically be deducted from this account on the 20th day of each month. This authorization is to remain in full force and effect until CHURCH has received notification from me (or either of us) of its termination in such time and in such manner as to afford CHURCH and DEPOSITORY a reasonable opportunity to act on it.

Name(s) _____
(please print)

Address _____

City _____ State _____ ZIP _____

Phone (_____) _____

Student's Name _____

Amount \$ _____

Signature

Date