

# REGISTRATION FORM for New Student



**Creative Art Studio**

26 Daisy St. Ladera Ranch, CA 92694  
TEL : 949.294.2149  
AtelierCreativeArt@gmail.com  
www.AtelierCreativeArt.com

Enrollment Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## STUDENT INFO

STUDENT'S NAME :

\_\_\_\_\_ / \_\_\_\_\_  
First Last

GENDER:  M  F DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

EMAIL ADDRESS :

\_\_\_\_\_

HOME PHONE : ( \_\_\_\_\_ ) \_\_\_\_\_

PARENT'S NAME :

OR

\_\_\_\_\_ / \_\_\_\_\_  
First Last

CELL PHONE : ( \_\_\_\_\_ ) \_\_\_\_\_

ACCEPT TEXT MESSAGES :  YES  NO

GUARDIAN'S NAME :

\_\_\_\_\_ / \_\_\_\_\_  
First Last

CELL PHONE : ( \_\_\_\_\_ ) \_\_\_\_\_

ACCEPT TEXT MESSAGES :  YES  NO

HOME ADDRESS :

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Street City Zip Code

NAME of SCHOOL CHILD IS ATTENDING : \_\_\_\_\_ CURRENT GRADE : \_\_\_\_\_  
OR HOMESCHOOL PROGRAM

ANY **ALLERGIES** or **IMPORTANT INFORMATION** YOU WOULD LIKE TO SHARE WITH US ABOUT YOUR CHILD?  
\_\_\_\_\_

## HOW DID YOU HEAR ABOUT US?

PLEASE CHECK BOX(ES) BELOW :

LOCAL ADVERTISEMENT  FLYER  DRIVING BY STUDIO  FRIEND / FAMILY  OUR WEBSITE  INTERNET

## CLASS SCHEDULE

DAYS / TIME : \_\_\_\_\_ / \_\_\_\_\_

TUITION : \_\_\_\_\_

PROGRAM :  HANDS-ON  ART EXPLORER  YOUNG ARTIST  INTERMEDIATE I  INTERMEDIATE II  
 TEEN'S ART  ADVANCED ART  PORTFOLIO  WORKSHOP  SUMMER ART

PLEASE CHECK REGISTRATION FEE : There is a yearly Annual Rgistration Fee of \$30. For new enrollees, we request that the \$30 be paid in addition to the first tuition and thereafter, this fee will be charged yearly from your enrollement date.

INDIVIDUAL (\$30)  FAMILY (\$60)  PORTFOLIO ( \$100)

\* Please notify us if there are any changes in your contact information or type of membership. Otherwise, we will assume that there are no changes and will transfer all your information to the following year.

# CREATIVE ART STUDIO POLICY AND AGREEMENT

## Tuition Fee

- ▶ Tuition fee varies depending on the type of class taken by the student.

## Tuition Policy

- ▶ Payment for 1st tuition is due at the time of registration. Thereafter, tuition is due on the 1st lesson of every 4 lessons OR the 1st week of the month for monthly payment plans. Automatic payment plans will be for every 4 lessons. Your prompt payment will be greatly appreciated.
- ▶ For monthly payment plans, if enrolled in the middle of the month, the full 4 lesson tuition is required and the next month tuition will be prorated.
- ▶ Payment can be made by cash, check, or credit card. Please make checks payable to **ATELIER CREATIVE ART** or **KIM LEE**.
- ▶ Automatic payment is available when making payments by credit card. We will charge your credit card within the first week of every 4 lessons.
- ▶ Please notify us upon any changes that may occur regarding your credit card information or payment plan 2 weeks prior to the tuition due date.
- ▶ \$30 service charge will be applied to any returned checks or declined credit card transactions. Atelier Creative Art Studio has the right to refuse service if tuition cannot be paid.
- ▶ All fees paid are non-refundable.

## Missed Lesson / Make-up Lesson

- ▶ A 12 hour notice is requested in the case that your child will not be able to attend his/her regular lesson. Please contact the instructor to re-schedule a make-up lesson via text, email, voice message, or phone call.
- ▶ A lesson that is missed can be granted a make-up lesson within 30 days.
- ▶ A missed lesson without prior notification will be charged as one lesson and NO make-up lesson will be available.
- ▶ For vacations with a 2 week prior notice, we will not consider those lessons as missed lessons. Instead, the next tuition will be pro-rated for the same number of lessons paid but not attended.

## Class Cancellation

- ▶ Atelier: Creative Art Studio has the right to cancel a class of 3 or fewer students.
- ▶ For students discontinuing lessons, a 2 week prior notice is required.

## Important Studio Policy

- ▶ Atelier: Creative Art Studio, Kim J. Lee, or any employees working at the studio will not be responsible or liable for any accidents occurring to your child during the lesson at the studio and at field trips, nor any group outings. In addition, we will not be responsible for any lost/damaged art pieces after each lesson.

# PARENT PERMISSION FOR FOR RELEASE OF STUDENT ART WORK/PHOTO

When your child is working on an exciting art project, we may want to show your child's art work and/or use your child's photo in some publications, exhibitions, our web page, and/or share about your child's achievements. We never release information about a student to anyone who wants to use it for commercial purposes. We do not give out student's address or phone numbers.

I give permission for information regarding my child to be released:

- YES  NO Student's Art Work  
 YES  NO Student's First Name and Initial of Last Name  
 YES  NO Student's Photo

I hereby understand and agree to all of the stated studio policy written above:

Student Name(s) : \_\_\_\_\_

Parent/Guardian Signature : \_\_\_\_\_ Date: \_\_\_\_\_