



# Registration Form

If you have questions, please contact the Performing Arts Academy at 405-208-5410.

For office use only:  
Banner ID \_\_\_\_\_

(Circle One) Fall / Spring / Summer Year \_\_\_\_\_ Date \_\_\_\_\_

### Parent or Billing Information

Mr. / Mrs. / Ms. / Miss / Dr. Last Name \_\_\_\_\_ First \_\_\_\_\_

(Circle One)

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Other/Mobile \_\_\_\_\_

Spouse Name \_\_\_\_\_ Parent Email \_\_\_\_\_ Student Email \_\_\_\_\_

(if applicable)

### Student(s) Information

1.) Last \_\_\_\_\_ First \_\_\_\_\_ Male/Female

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Current School \_\_\_\_\_ Grade \_\_\_\_\_

a.) Instrument/Class \_\_\_\_\_ Teacher \_\_\_\_\_ Lesson Length \_\_\_\_\_

Price of Lesson/Class \$ \_\_\_\_\_ (multiplied by) Number of weeks \_\_\_\_\_

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Price of Lesson/Class \$ \_\_\_\_\_ (multiplied by) Number of weeks \_\_\_\_\_

### Tuition Information

Please add Totals and subtract Discounts down column for Subtotal

= Tuition \$ \_\_\_\_\_

- Discount \$ \_\_\_\_\_

= Tuition \$ \_\_\_\_\_

- Discount \$ \_\_\_\_\_

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Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Current School \_\_\_\_\_ Grade \_\_\_\_\_

a.) Instrument/Class \_\_\_\_\_ Teacher \_\_\_\_\_ Lesson Length \_\_\_\_\_

Price of Lesson/Class \$ \_\_\_\_\_ (multiplied by) Number of weeks \_\_\_\_\_

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Price of Lesson/Class \$ \_\_\_\_\_ (multiplied by) Number of weeks \_\_\_\_\_

= Tuition \$ \_\_\_\_\_

- Discount \$ \_\_\_\_\_

= Tuition \$ \_\_\_\_\_

- Discount \$ \_\_\_\_\_

### Payment Information

Check  VISA  MasterCard  Discover

Cardholder name \_\_\_\_\_ Security Code \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Make checks payable to OCU and mail white copy to:  
OCU Performing Arts Academy  
2501 N. Blackwelder  
Oklahoma City, OK 73106

### Fee Calculations

Subtotal Tuition

Down Payment (1/4 Fall; 1/5 Spring; 1/3 summer)

Registration Fee (\$20 individual/\$30 family)

Payment Plan (\$10 or \$25 per semester please see policies)

Materials Fee (when applicable)

TOTAL REGISTRATION AMOUNT DUE

= \_\_\_\_\_

= \_\_\_\_\_

+ \_\_\_\_\_

+ \_\_\_\_\_

+ \_\_\_\_\_

= \_\_\_\_\_

I have read the policies listed on back and I accept these terms.

**As part of your Enrollment in the OCU Performing Arts Academy, you agree to the following:**

**Tuition Discounts** - Students enrolled in more than one class or private lesson, or families with more than one member enrolled for lessons or classes, will receive a 15% discount. The discount will be taken from the less expensive tuition(s). Oklahoma City University faculty, staff, students and their immediate family will receive a 10% discount.

**Admission and Registration** - Students enroll for an entire semester of lessons. New students entering mid-semester register for the remainder of that semester. An annual registration fee of \$20 per individual or \$30 per family is payable each academic year, starting over in the fall. New students pay this fee upon registration, regardless of the semester. Students must return enrollment forms with payment before lessons or classes begin.

**Tuition and Payment** - Students enroll for the entire semester. A minimum of one month's tuition and fees are required upon enrollment. Tuition must then be paid in full upon receipt of the first bill of the semester or default into our Monthly Billing Payment Plan with a fee of \$25. There will be a \$20 late fee for payments received after the 15<sup>th</sup> of the month.

**Monthly Billing Payment Plan** - Students who choose to receive a monthly bill and make monthly payments on their total or default because they do not pay off their balance upon the first bill of the semester will be charged a \$25 fee. Students participating in this plan can pay by cash, check or credit card each month. The total balance must be paid by the end of the semester. Statements will reflect the total tuition for the semester.

**Automatic Credit Card Payment Plan** - Subscribers will pay an additional \$10 charge to participate and must fill out an enrollment form each semester. An equal portion of your total tuition will automatically be deducted between the 1st and 5th of each month. The \$10 fee will be charged in full on the first transaction. You will not receive a monthly statement. However, you will be notified via email when your payment will be processed by the University.

**Delinquency in Payment** - Delinquency in payment of tuition and fees may result in suspension of lessons or classes. Instruction cannot resume until account is paid in full. Faculty will be notified whenever a student has an outstanding overdue balance on their account and advised to discontinue classes/lessons unless and until the account has been reconciled. Absences due to suspension of lessons because of delinquency in payment are considered unexcused absences and the student is still responsible for paying for these lessons.

**Overpayments and Credits** - Overpayments or positive balances resulting from a withdraw or change in registration will become an in-house credit for future use. Refunds under \$20 will not be processed.

**Returned Checks** - Oklahoma City University applies a \$30.00 fee to your account for each returned check.

**Collection of Delinquent Accounts** - If the Oklahoma City University Performing Arts Academy finds it necessary to employ outside collection services, the party responsible for payment of all Academy bills will pay the cost of such services, as well as reasonable attorney fees and court costs.

**Program Cancellation** - The Performing Arts Academy reserves the right to cancel programs with insufficient enrollment. In the event that a class is cancelled, you will be notified and given the opportunity to transfer to another class. If you do not enroll in another class, you will receive a full refund.

**Attendance** - Students are expected to be present for all classes and lessons for which they are registered. For private instruction, students are allowed one make-up lesson per semester due to illness or death in the family. If a student must cancel a lesson, he/she should call the Academy office or the teacher at least 24 hours in advance. Notification of inability to attend is a courtesy to the teacher, but does not excuse payment for contracted lessons. For group instruction, class absences may not be made up. When a teacher is absent, the lesson/class will be made up or the student's account will be credited.

**Withdrawals and Refunds** - Withdrawal from group class will be prorated until the fourth meeting of the class. After that time, no refunds will be given. Any withdrawal from private instruction will be prorated; however, a cancellation fee of \$25.00 will be assessed. This fee is waived in the case of serious illness, if a family moves from the area, or if the teacher feels it would be in the best interest of the student to discontinue lessons. Refunds under \$20 will not be processed.