

# MY STAGE, International Arts Centre Enrollment Form

## SIGN UP

Complete this form and e-mail it to [iaczagreb@live.com](mailto:iaczagreb@live.com)

- Tuition must be paid in advance. The student is only registered upon receipt of registration and payment in full.
- Confirmation of placement will be sent via e-mail.
- Please complete one form per student.

If you have any questions contact us at [iaczagreb@live.com](mailto:iaczagreb@live.com) or by phone: 091-364-0007

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Parent/Guardian Name (if applicable) \_\_\_\_\_

Parents' Mobile Numbers \_\_\_\_\_

Preferred E-mail (Required for confirmation) \_\_\_\_\_

Emergency Contact (name, phone no.) \_\_\_\_\_

Special Needs (in order to best serve each student, please list all physical, cognitive, emotional, or learning needs you would like us to know) \_\_\_\_\_

## CHOOSE YOUR CLASS

Course #	Course name	Tuition
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## PAYMENT

Please make a direct deposit to our bank account at **Zagrebačka Banka**. Acc Name: **Međunarodni centar za umjetnost**, IBAN: **HR7423600001102299472**

\_\_\_\_\_  
Signature Date

## **YEAR 2016/17 REGISTRATION POLICIES**

MY STAGE is a drama studio of the International Arts Centre, a non-profit, art and culture organization that does not discriminate on the basis of race, color, ethnic or national group, gender, sexual orientation or ability.

Please complete the 2 step registration:

Step 1 – Complete the enrollment form and e-mail it to [iaczagreb@live.com](mailto:iaczagreb@live.com)

Step 2 - Make a payment to IAC bank account and send the confirmation to [iaczagreb@live.com](mailto:iaczagreb@live.com)

Bank: **Zagrebačka Banka** Acc Name: **Međunarodni centar za umjetnost**, IBAN: **HR7423600001102299472**

**REGISTRATION CONFIRMATION** Placement will be confirmed via e-mail after the above two steps are completed. If there is room in the class registrations will be accepted up to the second week of a course.

**REFUNDS** Your full payment will be refunded when a class is full or cancelled. If MY STAGE changes the time or location of the class after registration, a full refund will be issued upon written request. MY STAGE doesn't give refunds for change of mind. If a student is unable to attend a class due to the unforeseen circumstances the refund is given: 100% before the first class, 90% after the first but before the second class, 50% after the second but before the third class. There are no refunds after the third class. All refunds require a written request.

**ATTENDANCE/MAKE-UP POLICY** Due to the nature of our course structures, we do not offer make-up classes. Refunds are not given for missed classes due to a student's inability to attend. If a class is cancelled due to circumstances beyond our control, we will make every effort to organize a make-up class at the most convenient time. Please contact the teacher in advance if you know you/ your child will miss a class.

**DISMISSAL** It is assumed that parents will pick up the children after the class. Please let us know if your child is allowed to leave the premises alone. If your child needs to leave early from class, you must pick them up from the class door.

**SIBLINGS/GUESTS** In order to provide a safe environment for everyone, we ask that siblings and guests not accompany students to class.

**MOBILE PHONES** Due to the nature of our classes and the need for the full attention and presence, the use of mobile phones, I-pods and similar electronic devices is not allowed in the class. The phones must be turned off for the duration of the class.

**PHOTOGRAPHY AND VIDEOGRAPHY** MY STAGE / International Arts Centre reserves the right to use photos and videos taken in class for promotional and archival purposes only.

**LIABILITY** MY STAGE / International Arts Centre is not liable for the well-being and safety of students who are around our facility before and after the classes.

**CODE OF CONDUCT** In order to provide students with a safe and supportive environment, MY STAGE/ International Arts Centre does not tolerate any form of physical or verbal abuse, vandalism, or the use of any and all illegal substances. No weapons of any kind may be brought into the building. Any behaviors found in violation of this policy will be addressed and the student may be asked to leave classes, and no refunds will be issued.

**RELEASE AGREEMENT** By registering yourself/ your child you agree to the following: Although every effort is made to provide a safe environment, I recognize there is always a risk of accident. By submitting a registration, I agree to be responsible for any medical bills incurred resulting from illness or injury during my/ my child's participation at MY STAGE. I release MY STAGE/International Arts Centre from any and all liability and/or claims or damages arising out of personal injury of any kind. If necessary, I authorize MY STAGE to administer first aid and/or authorize medical treatment for me/my child.

**Please keep these registration policies for your records.** Contact the course manager at [iaczagreb@live.com](mailto:iaczagreb@live.com) if you have any questions regarding registration.