



CONTRACT FOR CLASS REGISTRATION

STUDENT'S NAME _____

BIRTHDATE (if under 18) _____

PHONE NUMBER _____

CLASS SESSION _____

This contract covers the mutual responsibilities and expectations of _____, hereafter known as INSTRUCTOR, _____, hereafter known as STUDENT, and the Red Curtain Foundation for the Arts (RCF), as outlined below.

- 1. Duration:** Classes are broken into ____-week sessions, minimum one class per week, with "open classes" often held in between each session. Enrollment is open to anyone, aged 15 and up, regardless of experience. Students commit to attend the entire duration of the course.
- 2. Registration:** Students who are not currently enrolled in RCF classes are required to pay a registration fee of \$25. This is a one-time, non-refundable fee. Once registered, students may take as many classes as they want each session and they do not have to pay the fee as long as they maintain an Active Status with RCF (see below). The registration must be paid no later than the first day of class and should be made payable to Red Curtain Foundation.
- 3. Active Status:** This reflects a student's ongoing learning through RCF. A student may miss two consecutive sessions and still remain on Active Status. If a student does not remain Active, they will be required to pay the registration fee again before enrolling in any new classes. Exceptions may be made on a case-by-case basis. Failure to comply with any of the terms of Registration in this contract may also put a student in an Inactive Status.
- 4. Attendance:** Classes are held at least once per week. Schedules are published at least one month in advance by the Instructor. Students are expected to be present at every class session, on-time and prepared. Please be considerate of the other Students and your Instructor and be ready to begin at the start time listed for your class. If you will be absent or late, contact the Instructor by phone or email prior to the beginning of class. Instructors may choose to drop any Student from class due to excessive tardiness or absences. In extreme cases, this may affect the Student's Active Status.
- 5. Tuition:** The instructional cost per session is on a "Pay-What-You-Can" basis, with a minimum payment of \$ ____ per session. The classes are valued at \$ _____ per session. Student is expected to submit their payment* at each class prior to leaving, unless another arrangement is made with the instructor. Session tuition rates are guaranteed for the length of this contract. Other fees may apply, as outlined below and/or as agreed upon by Instructor and Student.

6. **Materials Cost:** RCF maintains an extensive library of plays, monologues and other books outlining acting techniques, technical theatre and theatrical business concerns, which are readily available during class time for Student's use. Ask Instructor for policy on borrowing materials. Student may provide additional materials for study at his/her own cost, and will be expected to bring basic note-taking supplies. Some classes may have additional materials costs. Please check the class descriptions or ask your instructor.

7. **Classroom Privacy:** Classes are open only to registered students, unless a different arrangement is made in advance by both Student and Instructor. Parents or others providing transportation are asked to leave for the duration of the class. If a waiting area is available, guests may wait there. Otherwise, they will be expected to leave the building until class is finished for the day. Parents of minors are welcome to attend the first class if they wish, but will not be permitted in the classroom area after that. Instructor is available by appointment before or after class sessions for parent meetings or for administrative needs.

8. **Cancellation Policy:** Student absences do not qualify for reimbursement of any pre-paid tuitions, materials costs or registration fees in most instances. If Instructor cancels classes due to weather or any other situations, the Student will be credited for the missed session(s).

9. **Hold Harmless:** Students are responsible for their own safety while in class and should make good decisions regarding their abilities and limitations. When provided, safety gear must always be used. Instructor offers no insurance for injuries incurred during class time, and Student agrees to make no claims of liability for any such instance. In addition, Student agrees to hold harmless the owners or custodians of any facility in which classes may take place, except as explicitly provided by said facility.
_____ (*initial*)

We, the undersigned, agree to the conditions set forth in this Contract, for the duration of the Contract.

STUDENT

PARENT/GUARDIAN (if under18)

_____ **I would like to be added to
the Red Curtain Foundation's mailing list**

INSTRUCTOR

Student Contact Information

Address _____
Home Phone _____ **Cell Phone** _____
e-mail address _____

Emergency Contact Information

Name _____ **Relationship** _____
Address _____
Phone number _____

Completed registration forms may be mailed in or brought to the first session of class.

** Registration fees must be made payable to Red Curtain Foundation. Individual session fees should be paid to the Instructor*

Mission statement for Red Curtain Foundation for the Arts:

RED CURTAIN FOUNDATION FOR THE ARTS (RCF) is committed to increasing accessibility and appreciation of the visual and performing arts for students, artists, technicians, audiences and patrons in the Snohomish County area through education, productions and exhibits.

The guiding principles by which RED CURTAIN FOUNDATION will maintain the focus of its mission are:

- Art is a critical component in the quality of life within a community.
- We will nurture creativity and intellectual growth in our students and our community.
- Our mission recognizes and celebrates diversity and individual expression.
- RED CURTAIN FOUNDATION will be a responsible neighbor, working for the health of our community and our environment.
- We recognize that sound fiscal management is essential to the realization and sustainability of our mission.