



Parkway Building, Haymaker Road | Monroeville, PA 15146

Phone: 412-856-7713 | Web Site: [www.cervischool.com](http://www.cervischool.com)

**ENROLLMENT AGREEMENT**

I am enrolling \_\_\_\_\_ for program year \_\_\_\_\_.

In addition to the non-refundable registration fee, I will be responsible for payment according to the tuition plan checked:

Full Term \_\_\_\_\_ Monthly \_\_\_\_\_ Class \_\_\_\_\_

Payment for the entire term is due upon registration during the first week of the term. Each monthly or term payment is due within 7 days of the month or term regardless of absences. A \$5 or \$10 service fee will be charged for late payments. A \$20 dollar fee will be assessed for a NSF checks (Non Sufficient Funds).

I understand that there will be no refunds or deductions for classes not attended. Advanced written notice is required to withdraw from class, close this account, or cancel this agreement. I understand and agree to the terms of this agreement and those outlined in the school policy.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**RELEASE FROM LIABILITY**

I, the undersigned (parent, legal guardian, or adult student) of \_\_\_\_\_ a minor, recognizing that classes involving physical activity may result in personal injuries, do hereby release, discharge, and agree to hold harmless and safe from any and all liabilities the Larry Cervi School of Performing Arts, Inc., its officers, agents, instructors, and employees from any and all claims, demands, rights, action, and causes of action arising out of the activities of said business on account of, or in any way arising out of, any and all known and unknown personal injuries and property damage, including consequential damages, which I am now, or hereinafter, have as the parent and/or guardian of the said minor, or which said minor may have on his/her own behalf. Additionally, I agree to allow any photograph or video to be used for advertising or promotion.

\_\_\_\_\_  
*Signature (parent/legal guardian of minor student)*

\_\_\_\_\_  
*Signature (applies also to adult student)*

\_\_\_\_\_  
*Date*

## SCHOOL POLICIES



# LARRY CERVI SCHOOL OF PERFORMING ARTS

**Registration:** To register, please complete the Enrollment Agreement and Release from Liability. The completed form and check or money order (class fee and annual registration fee) made payable to "Larry Cervi School" should be returned to the office. A payment is required to have a name placed on a class roster. Classes are filled on a first served basis.

**Late Registration:** Students who register after the third week of a term are not eligible for term payment, but may choose the monthly payment schedule, plus the annual registration fee.

**Payments:** Students and/or their parents may choose one of three payment plans:

1. Full payment for term is due before the first day of class of the term. A \$10 service charge will be applied to payments received after the 7th day of the term.
2. Three monthly payments due no later than the 7th of each month, regardless of absences. A \$5 service charge will be applied to late payments. Monthly classes must be taken consecutively. Single classes are available; payment must be made prior to class.
3. Single Class payment option is available. Payment is due before taking the class. Students who participate in our spring recital cannot pay by single class in the winter and spring terms.

\*All financial obligations must be paid in full prior to registration for the next term or to perform in the recital.

**Discounts:** Five percent (5%) will be deducted from full term payments for students taking multiple classes. This also applies to families with two or more members taking classes. We also offer a 5% discount on total tuition

for early registration if received before the dates indicated on the school calendar. There are no discounts available for classes taken individually or for private classes. Special discounts are available for parents, families totaling more than 6 hours of instruction per week, and those taking multiple lessons of the same subject.

**Refunds:** There are no refunds for missed classes. Missed classes may be made up by attending a class at the same level or lower during the term of the missed class. To withdraw, a student must notify the office in writing after the second class and prior to the third class. After the third class, the student is liable for the full tuition. No exception to this policy can be permitted. Students taking private classes must speak with the individual teacher regarding makeup policy.

**Class Absences:** Students and/or parents are asked to call the school in advance to report an absence. Students may make up classes during the same term only. Should prolonged illness or injury occur, students may receive credit to be used within the next term by providing a doctor's certificate to the school office. Without consent of the school, classes may not be made up in alternate terms. No monetary reimbursements can be given for missed classes. Cancellation of classes due to inclement weather or teacher illness (where no substitute is available) will be rescheduled at an appropriate time.

**Inclement Weather:** If we must cancel classes, an announcement will be made on the answering machine, KDKA, WTAE, WPXI, our web site ([www.cervischool.com](http://www.cervischool.com)) and our Facebook page.

**Private Lessons:** Private lessons in all subjects are available on an individual basis. Tuition for private lessons is \$23 per ½ hour. Please

contact the school office to arrange an appointment.

**Class Adjustments:** Any class that has less than five students will be treated as a semiprivate class and the time will be adjusted accordingly. Small classes may be combined with other classes for the recital.

**Recitals:** Believing that stage performances are beneficial to the students, we present a recital in June to showcase the students' achievements. Students must take two consecutive terms (winter and spring) of instruction to be eligible to participate. (Exceptions to this are at the teacher's discretion.) Participation in the recital is not mandatory. Costumes are measured, paid for, and ordered in December and cannot be cancelled. The recital ticket sale will start on an announced date.

**Studio Etiquette:** Punctuality is very important. Warm-up basics for all classes are given at the start of the class. Whether or not to allow a student to enter a class late is at the teacher's discretion. Late arrivals are disruptive to the teacher and the class.

Snacks and drinks are available in the waiting room. Please, no food or drink in the studios or dressing room. Dispose of all trash in the containers provided and clean up after yourself. Please be responsible for all your belongings.

Students are asked to conduct themselves as polite ladies and gentlemen while in the waiting areas, halls, and dressing room. Children waiting for relatives or friends in class are encouraged to bring homework or a "quiet" activity to occupy them. Parents are encouraged to reinforce the importance of these rules and conduct so that coming to class will be a pleasant experience.

### DRESS CODE

**Ballet:** Black leotard, pink tights, and pink ballet shoes.

**Sampler:** Black leotard, pink tights and pink ballet shoes and black tap shoes are required. Colored leotards, tutus, and dance skirts are discouraged at this level.

**Intro to Dance:** Play clothes, or leotards and ballet shoes, or sneakers are acceptable.

**Jazz:** All ages--leotards, tights/unitards/jazz pants are acceptable. The warm-up can be done in bare feet. Jazz shoes, ballet shoes, or sneakers should be worn for floor work.

**Tap:** Leotards and tights are preferred and sweat suits are acceptable. Tap shoes with screw-on taps are preferred.

**Hip-Hop:** Leotards, tights, and jazz shoes. T-shirts, tank tops, and shorts may be worn over leotards. No jewelry.

**Tumbling:** Leotards and tights or shorts.

**Hair Styles:** Ballet students must wear their hair in a bun, Ponytails are acceptable for Tap, Jazz, Hip-Hop and Tumbling.

Rev. 8-25-11

**REGISTRATION**



**LARRY CERVI**  
SCHOOL OF PERFORMING ARTS

Student's Last Name				Female	<input type="checkbox"/>	Age	
Student's First Name				Male	<input type="checkbox"/>	Birthdate	
Student's Phones	HOME	WORK	CELL	OTHER			
Student's Email							
Mother's Name							
Mother's Phones	HOME	WORK	CELL	OTHER			
Mother's Email							
Father's Name							
Father's Phones	HOME	WORK	CELL	OTHER			
Father's Email							
Home Address							
City/State/Zip							
Referred by							
Previous Training							

CLASS	LEVEL	FEE	DISCOUNT	SUBTOTAL

**Total**  
**Registration Fee**  
**Total Due**  
**Amount Paid**

Check #		Date	
Payment Accepted By:			