

COMMUNICATION ACADEMY REGISTRATION FORM

Please PRINT all information. Incomplete forms will not be processed.

Mail, fax or return to 7337 Bollinger Rd, Suite E Cupertino, CA 95014, Fax #: (408)503-0884

You may also scan the completed form and email it to info@communicationacademy.com.

Student Name:		Age:				
Date of Birth:	Grade:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female				
Parent Name:		Home Phone:				
Work Phone:		Cell Phone:				
Address:		City:	Zip:			
Email:		Would you like to receive emails with enrollment discounts, class schedules, and promotional offers? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Emergency Contact Name (not previously listed):		Emergency Contact Phone:				
Name of Medical Provider (if applicable):						
Present Physician/Location (if applicable):						
Known Medical Conditions/Allergies:						
Does the participant require any special accommodations to participate in these activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Communication Academy staff member will contact you.						
How did you hear about us? <input type="checkbox"/> Flyer from school <input type="checkbox"/> <input type="checkbox"/> Flyer from library <input type="checkbox"/> <input type="checkbox"/> Email <input type="checkbox"/> <input type="checkbox"/> Friend Referral <input type="checkbox"/> <input type="checkbox"/> Internet Search <input type="checkbox"/>						
Course Name	Day	Time	Dates	Course Fee	Material Fee	Total Fee
Total:						
I authorize the use of my: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card				Discount Code:		
Card #:			Expiration Date:		3-digit security code:	
Signature:			Date:			
<p>I, _____ declare that I am the parent/legal guardian of _____.</p> <p>I, the undersigned, do hereby agree to allow the individual named herein to participate in the aforementioned activity(ies) and I further agree to indemnify and hold Communication Academy harmless from and against any and all liability for any injury which may be suffered by the aforementioned individual arising out of or in any way connected with his/her participation in this activity. I further authorize the administration of any first aid steps that may be deemed necessary by qualified personnel. I also agree to grant full permission to Communication Academy to use participant's name and any photographs, videographs, motion pictures or recordings for any publicity and promotion purposes without obligation or liability to me or to the participant. I verify that all of the above information is true and accurate. I have read, understand and agree to all of the policies of Communication Academy in regards to Refund/Transfers, Late Pick-Ups, Camp and Workshop Refunds/Transfers, Code of Conduct and Discipline Plan, and Class Cancellations and Wait Lists listed on the back of this form. I acknowledge that I have carefully read this waiver and release of liability and I fully understand that, by signing below, I am agreeing to all terms and conditions stated herein.</p>						
Signature:			Date:			
Print Name:			<input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Participant			

Refund/Transfers:

In order to receive a refund for a class you wish to cancel, or transfer to a different course, you must submit a request either in writing or via email to Communication Academy 14 calendar days prior to the first class. A \$10 service charge is applied to each class for which you are requesting a refund or transfer. If you are requesting a transfer, space must be available in the desired course.

Camp & Workshop Refund/Transfers:

For programs 5 days or less in duration, in order to receive a refund for a cancelled class or transfer to a different course, you must submit a request either in writing or via email to Communication Academy at least 21 calendar days prior to the first class. A \$10 service charge is applied to each class for which you are requesting a refund or transfer. If you are requesting a transfer, space must be available in the desired course. Refunds and/or credits will not be issued with less than 21 days notice.

If original registration was made with cash or check, refund will be issued by check. If payment was made by credit card, refund will be issued to the card of payment. You will receive your refund check or credit within 30 days.

Medical emergencies are exempt from the policy; however, a signed statement from your doctor is required prior to the last class to be eligible for a refund and will be prorated for classes that were attended.

Class Cancellations & Waiting Lists:

Early registration is recommended instead of waiting for the first day of class. Should a class not meet the minimum number of students within three days prior to starting, it will be cancelled. Any students registered will receive a refund or credit with thirty days of the scheduled first day of class.

If a class has reached its maximum capacity prior to your registrations, you may choose to go on the waitlist. Should an opening occur, Communication Academy will contact those on the waiting list, in order of placement, and payment is required at that time. Being placed on the waitlist does not guarantee enrollment in the class. Please do not go to the class if you are on the waiting list.

Late Pick-Up Policy:

For the safety of our participants, it is required that they are picked up on time at the end of each class. Should the participant be picked up late, a \$5 late fee starting five minutes after the end of class will be charged, with an additional \$1 for every minute thereafter. Should the participant not be picked up within thirty minutes of the end of class, Cupertino Police Department will be contacted. Late fees must be paid within 3 business days of receiving the late notice, otherwise your child may not be allowed to return to the program.

Code of Conduct Policy

All individuals are expected to abide by the five "C's" of the Code of Conduct – creating a fair, secure and friendly place to learn, play and grow.

1. CARE – Caring for self, others, and the environment
2. COURTESY – Speaking and behaving politely and kindly toward others; showing excellence in manners
3. CONSIDERATION – Showing respect for self and others; tolerating others; thinking of the feelings/circumstances of others
4. COOPERATION – Contributing to a positive tone/image; accepting consequences when rules are broken; working, studying and playing cooperatively with others
5. COMMON SENSE – Use common sense by stopping and thinking carefully before doing anything!

Violation of the Code of Conduct outlined above may result in disciplinary action, up to and including expulsion from Communication Academy programs and facilities, forfeiture of fees, and financial restitution for any damages. In the case of a minor, parental responsibility will apply to all of the above actions.

Discipline Plan:

Behavior Incident:

1. Intervention – Private, verbal warning

Recurrence/Second Incident:

2. Intervention – "Cool Off" Time/Removal from the group.
Discussion of the incident with the staff, when the participant deems himself/herself ready he/she may re-join the group

Recurrence/Third Incident:

3. Parent phone contact by participant in staff/instructor presence indicating that the next incident will result in removal or suspension from the program. An Incident Report is completed by staff documenting incident(s) and measures taken.

Recurrence/Fourth Incident:

4. Parent will be contacted and participant will be removed from the program. The child may be eligible to return to the program once parent(s) have attended a conference with Instructor/Education Manager

The following behaviors will result in the IMMEDIATE REMOVAL of the participant:

1. Fighting (hitting, punching, kicking another participant, regardless of reason.)
2. Physical abuse of a staff member
3. Direct abusive/obscene/profane language/gesture to staff or participant.



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