



## New York Chinese Cultural Center REGISTRATION FORM

Full payment is due prior to start of class

### A. CLASS INFORMATION

Semester (please check one): Winter-Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Today's Date: \_\_\_\_\_

I would like to enroll myself or my child in the following classes:

<u>Student Name</u>	<u>Age</u>	<u>Class Name</u>	<u>Day/Time</u>	<u>Tuition Cost</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

#### HOW DID YOU HEAR ABOUT US?

- Search engine/internet network  
 Advertisement  
 Street Sign  
 Refer a Friend Name: \_\_\_\_\_  
 Other \_\_\_\_\_
- Social network  
 Event  
 Friend

Add Art Material Fee if applicable): **\$25.00** \$ \_\_\_\_\_  
 NYCCC T-Shirt for Kungfu Class: **\$20.00** \$ \_\_\_\_\_  
 Registration fee: Per student/family: **\$25/\$50** \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

### B. PARENT/ADULT STUDENT INFORMATION

First Name \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_ Apt. #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**EMERGENCY CONTACT** - Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

### C. TERMS & CONDITIONS

I understand and agree:

- I am / my child is in good health and can participate in all activities of NYCCC's classes.
- In case of accidental injury while attending classes, I give permission to NYCCC to take appropriate measures to handle the situation while attempts are made to contact parents or the emergency contact person listed above.
- If your child has a medical condition, please fill out an additional medical history form. NYCCC is not responsible for administering medication, however this information will help us greatly in assisting your child.
- By registering, I agree to be added to NYCCC's mailing list

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

### D. PAYMENT:

CHECK (payable to New York Chinese Cultural Center)  
  VISA  
  MASTERCARD  
  AMERICAN EXPRESS

Name on Card: \_\_\_\_\_ Amount to be charged: \_\_\_\_\_

Card #: \_\_\_\_\_ Authorization # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Please email this form to [school.assistant@nychineseculturalcenter.org](mailto:school.assistant@nychineseculturalcenter.org) or mail with check to:

New York Chinese Cultural Center  
 137 Henry Street, 4<sup>th</sup> Floor  
 New York, NY 10002



### CONSENT AND LIABILITY FORM

I, \_\_\_\_\_ am enrolling myself / my child/children \_\_\_\_\_ in The New York Chinese Cultural Center's School of the Arts. I, and/or my child/children, are considered healthy and fully able to participate in all class activities.

I, the undersigned, agree and do hereby release from all liability and hold harmless The New York Chinese Cultural Center and any of its employees/teachers/staff/board members/ independent contractors/volunteers representing or related to the organization's activities.

I, the undersigned, do hereby further agree to abide by all the rules and regulations listed below that are presented by The New York Chinese Cultural Center.

\_\_\_\_\_  
Name/s (or Child/Children's names)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent (for minors under the age of 18)

\_\_\_\_\_  
Parent Signature

### ACTIVITIES AND PERFORMANCES

I hereby acknowledge, and/or grant permission for my child, to participate in the activities related to School of the Arts, in the locations chosen by The New York Chinese Cultural Center, including but not limited to the studio locations at 440 Lafayette Street, 3<sup>rd</sup> and 4<sup>th</sup> floors, New York, NY 10003. I understand that I have / my child/children has an obligation to participate in NYCCC's performances which are appropriate to my / my child's/children's ability and will do our best to fulfill this obligation.

### MEDIA

I grant permission to photograph or record on video all activities and to use any photograph or video in which myself and/or my child/children appear for promotional literature, displays or any other promotional format representing The New York Chinese Cultural Center to the community including but not limited to the website, flyers, and social media. I release all rights to such.

## **PAYMENT POLICY**

I understand and agree that all payments will be made in full prior to the first day of class.

## **BOUNCED CHECK AND FEE POLICY**

I understand and agree that New York Chinese Cultural Center will charge me a \$25 surcharge for any bounced check they receive from and that The New York Chinese Cultural Center reserves the right not to accept additional checks from me and will only accept cash, card or online payments for future payments.

## **ABSENCES and WITHDRAWALS**

I understand that no refunds will be made for incidental absences or withdrawals.

I understand that up to two (2) missed classes will be credited and rolled over towards the following semester. Such class credits must be used for the following semester and will not roll over to subsequent semesters.

## **CODE OF CONDUCT**

All students taking dance classes are expected to wear proper attire (leotards and ballet slippers for girls).

Female dancer students must keep hair off the face in a bun whenever possible. No food is permitted in the studios.

Please do not leave your personal belongings behind. NYCCC is not responsible for the loss of personal articles.

Students will show respect and courtesy to other people at all times. This includes not using abusive/inappropriate language and no bullying, harassing, fighting, and hazing. Students will show respect for property inside and outside of the classrooms. Students will behave in a manner that does not endanger themselves or others. Continual inappropriate behavior will result in removal from classes.

Please do not leave your child/ children unattended outside of class hours.

## **OTHER POLICIES**

New York Chinese Cultural Center reserves the right to ask myself / my child/children to leave class if it is determined that such individual is a danger to themselves or others, or it is determined by staff that The New York Chinese Cultural Center School of the Arts is not appropriate for myself / my child/children. If I withhold information pertaining to special needs, behavioral, physical or other, and it is determined by staff that New York Chinese Cultural Center is not appropriate for myself / my child/children, refunds will not be given. New York Chinese Cultural Center asks that for all individuals enrolled, the parent/guardian should disclose all relevant information regarding their and their child's past school experiences and behaviors.

## **MEDICATION and CONSENT FOR MEDICAL EMERGENCY**

I understand that no medications will be administered by the staff at New York Chinese Cultural Center. If your child has a medical condition, please send in an additional medical history form. I do hereby give authority to the New York Chinese Cultural Center staff to obtain necessary emergency medical treatment for my child with the understanding that the family will be notified as soon as possible.