

2019 Registration Form and Contract

IMPORTANT: PLEASE READ AND AGREE TO THE TERMS & CONDITIONS LISTED ON THE REVERSE SIDE.



6400 Wyoming Blvd NE • Albuquerque • NM • 87109
phone 505.858.8811

STUDENT INFORMATION

name: first middle last

grade (fall 2019) date of birth gender M F school attending this fall

primary mailing address city state zip

parent/legal guardian 1 parent 1 day phone parent 1 cell/pager home phone

parent/legal guardian 2 parent 2 day phone parent 2 cell/pager home phone same as above

email address

emergency contact name contact's phone relationship

PRE-GRADE K-2 STUDENTS PICK-UP AUTHORIZATION

List individuals (other than those listed as parent/legal guardian 1, 2, or emergency contact) who may pick up your child.

Name Name

COURSE INFORMATION

See catalog for pricing

CLASS PERIOD	COURSE#	COURSE TITLE	3 or 6WKS	TUITION
7:30 AM – 8:10 AM				
1 8:10 AM – 9:00 AM				
2 9:10 AM – 10:00 AM				
3 10:15 AM – 11:05 AM				
4 11:15 AM – 12:05 PM				
LUNCH				
5 12:40 PM – 1:30 PM				
6 1:40 PM – 2:30 PM				
7 2:40 PM – 3:30 PM				
3:30 PM – 5:45 PM				

**MAKE SURE THERE ARE NO GAPS
YOU MUST ENROLL YOUR CHILD AT GRADE LEVEL**

Albuquerque Academy faculty/staff

TOTAL

PAYMENT METHOD

A place in class or program is held only upon completion of the payment process.

MasterCard Visa Discover Card American Express Check Cash

office use only Date Processed by

HEALTH CONCERNS

For the safety of our students, parents are obligated to notify the school nurse regarding all health issues, medication changes, and/or changes in physical or emotional status that occur or arise during the course of the Think Academy program. The information below will help us provide more appropriate responses to your child's needs and will be shared only with members of our faculty and staff working with your child.

MEDICAL INFORMATION

physician phone

preferred hospital

insurance company

IMMUNIZATIONS?

yes My child is fully immunized according to New Mexico state regulations.

no If **No**, I have filed a *Religious Exemption from Immunization* form with the State of NM? Yes No

ALLERGIES?

yes Mild / Moderate / Severe

no Foods

Medications

Environmental

MEDICATION(S)?

yes List prescription, over-the-counter, and/or herbal medications taken on a regular basis:

no

HEALTH CONDITION(S)?

yes Describe any health condition(s) that may affect physical activity or that require the care and supervision of a health professional:

no

SPECIAL ACADEMIC/OTHER NEEDS?

yes Describe any special needs (academic, behavioral, emotional, physical, etc.) we should be aware of:

no

If you have concerns about your child's health or special needs, it is your responsibility to contact the school nurse (505-858-8876) before Think Academy programs begin.

COMPLETE CONTRACT ON REVERSE ►

TERMS & CONDITIONS — Please read and understand before signing this CONTRACT.

Student and Parent Handbook

- The ThinkAcademy Student and Parent Handbook, which contains all of the applicable policies and procedures, will be available online by February 15.

Financial Responsibility

- The undersigned Parent/Guardian/Financially Responsible Party shall be responsible for reasonable expenses incurred by Albuquerque Academy in enforcing the terms of this Enrollment Contract including, but not limited to, attorney's fees and other expenses of collection.
- This Enrollment Contract shall be interpreted and enforced in accordance with the laws of New Mexico. Families with an unpaid balance will be unable to register for future Think Academy classes.

No Gap Policy

- For your child's safety, Albuquerque Academy requires that every student be supervised whenever on campus.
- All students, regardless of age, must be dropped off and picked up promptly (within 15 minutes of class/program start/end times); all students must be enrolled in a supervised program or in consecutive classes throughout the day—a gap in a student's schedule is not permitted.

Pick-Up Policy

- If you fail to pick up your child on time, late pick-up fees may apply.

Fees for Drops, Withdrawals, and Schedule Changes

- Albuquerque Academy and Think Academy programs charge a fee equal to 30% of the individual course/program tuition whenever a student drops or changes a class (e.g., to withdraw or make a schedule change).
- Registration for six-week programs ends May 20, 2019, which is the last day to drop, withdraw, or make a schedule change; a freeze on schedule changes remains in effect through June 6, 2019.
- Effective June 7, 2019, schedule changes will be made at the discretion and approval of Think Academy staff; 30% change fee applies.
- No fee will be assessed if a schedule change is made at the request of Think Academy staff.

Refunds and Cancellations

- 70% of tuition paid will be refunded as long as Albuquerque Academy and Think Academy programs receive a drop or withdrawal request by May 20, 2019 (for six-week programs); requests must be received five business days prior to the first class/program meeting date for all other programs.
- Albuquerque Academy and Think Academy programs reserve the right to cancel a course, section, or program; 100% of tuition paid will be refunded.
- No refund will be made if student is dismissed.

▪ ALBUQUERQUE ACADEMY ▪

Important Emergency Preparedness Information

- Should the Academy and/or the appropriate governmental authorities determine that it is in the best interests of our students, faculty, and staff to cease operations for a period of time, fees paid for summer classes, programs, and camps will be refunded as follows:
 - 10% of the total fee paid will be retained by the Academy to offset administrative costs incurred.
 - If closure is necessary during the first four weeks of ThinkAcademy, the remaining 90% will be refunded on a pro-rated basis according to the number of unused days remaining in the class, program, or camp.
 - If closure is necessary during weeks five and six, tuition will not be refunded.

Dismissal and Disciplinary Policy

- Albuquerque Academy reserves the right to dismiss any student whose conduct or lack of cooperation and/or whose parent/guardian's conduct or lack of cooperation interferes with the School's policies and procedures or is not in keeping with the School's standards.
- A student's inability or failure to conform to Think Academy rules and regulations may result in immediate dismissal without prior notice or refund of tuition.
- Students using computers on campus must comply with the Acceptable Use Policy detailed in the *Student and Parent Handbook*.

Acknowledgment of Risk of Injury & Liability; Authorization for Emergency Medical Treatments

- I understand there is an inherent element of risk of injury that exists in the activities and programs in which my child will engage during Think Academy. In signing this registration form, I do hereby expressly acknowledge the potential for risk of injury associated with my child's participation in the program.
- On behalf of my child and myself, and in consideration of my child's participation in Think Academy, I hereby indemnify and hold harmless the Albuquerque Academy, its employees, agents, and Trustees from and against any and all claims related to injury or accident involving my child. Further, I request that I be contacted within a reasonable time in the event of illness or injury requiring medical services. In the event a parent or guardian cannot be contacted, I hereby designate the Think Academy faculty and administration or designee to act in my behalf to authorize such hospitalization, medical attention, or surgery as may be required in an emergency because of illness or injuries sustained by my child while participating in a Think Academy activity. In the event my child's parent or guardian cannot be reached and the situation calls for medical attention, I recognize and relinquish our responsibility to a practicing physician and/or medical personnel acting in the best interest of my child. I hereby assume financial responsibility for any hospitalization, medical attention, emergency transportation and surgery provided.

- ▶ I have read, understand, acknowledge, and agree with Albuquerque Academy's Think Academy program:
 - Terms & Conditions, Acknowledgment of Risk, and Authorization for Emergency Medical Treatments outlined in the Think Academy contract.
 - Policies outlined in the Student and Parent Handbook (online).
- ▶ I authorize the release of any information contained in this form to Albuquerque Academy Think Academy faculty and staff who may be working with my child.
- ▶ Albuquerque Academy has my permission to use my child's likeness in photographs and/or video recordings in its Think Academy marketing (including but not limited to website and catalog).

signature

date