

# 2020 Registration Form and Contract



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

## STUDENT INFORMATION

name: first  middle  last

grade (fall 2020)  date of birth  gender  school attending this fall

primary mailing address  city  state  zip

parent/legal guardian 1 - relationship:  parent 1 day phone  parent 1 cell  home phone

parent/legal guardian 2 - relationship:  parent 2 day phone  parent 2 cell  home phone  same as above

email address 1  email address 2

emergency contact name (other than parent 1/2)  contact's phone  relationship

## PICK-UP AUTHORIZATION - PRE K-2, AFTERCARE, EARLY PICK-UP

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

Name(s)

## COURSE SCHEDULE

See catalog for pricing

CLASS PERIOD	COURSE#	COURSE TITLE	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 IN YOUR CHILD'S SCHEDULE  
YOU MUST ENROLL YOUR CHILD AT GRADE LEVEL**

\$   
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  Albuquerque Academy Faculty/Staff

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.

**IMPORTANT! COMPLETE CONTRACT ON REVERSE ▶**

THINK SUMMER  
JUNE 1 - JULY 10  
  
THINKIT!  
JULY 13 - JULY 24

**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.

- The last opportunity for students to be picked up early is 3:00 p.m.

**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 18, 2020, which is the last day to drop, withdraw, or make a schedule change; a freeze on schedule changes remains in effect through June 4, 2020.
- Effective June 5-9, 2020, 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 18, 2020 (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.

▪ **ALBUQUERQUE ACADEMY** ▪

- No refund will be made if student is dismissed.

**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 Think Academy Summer, 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.

**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 Programs:

- Terms & Conditions, Acknowledgment of Risk, and Authorization for Emergency Medical Treatments outlined in the Think Academy Programs 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