



## SLGC Registration Agreement

**WELCOME TO SLGC.....**On the reverse side of this registration agreement you will find a registration form. All registration forms must be filled out completely by each family enrolling in our programs. Please take time to review our policies.

**FIVE SESSIONS PER YEAR.....**We divide the year into five sessions. Your tuition dollars pay for the emotional, social and physical education that your child receives and not for a specified number of lessons in a particular session in a particular year.

**PRIORITY DUE DATE.....**Priority Due Date (PDD) is the date by which Current Students must pay tuition in order to maintain 'priority' and guarantee their class spot. After the PDD, OUR COMPUTER SYSTEM ELECTRONICALLY DELETES UNPAID STUDENTS FROM THE ROSTER and the New Students are placed in the vacancies. The PDD occurs on Saturday, two weeks in advance of each upcoming session except session 1 and session 5, which have open PDD enrollment.

### Student Status

**NEW STUDENTS.....**FULL PAYMENT IS REQUIRED WITH REGISTRATION. Your payment is 100% refundable in the event your class choice is not available. WE DO NOT SEND CONFIRMATIONS, in other words, *no news is good news*.

*REGISTER AS SOON AS YOU HAVE IDENTIFIED YOUR CLASS CHOICE. Upon receipt your registration will be dated and placed on the "wait list".* After the Priority Due Date (PDD) the wait list is opened and we begin the process of placing New Students into class BASED ON THE ORDER IN WHICH WE RECEIVED THE REGISTRATIONS.

**CURRENT STUDENTS: TO KEEP YOUR SPOT IN CLASS...** You must pay tuition BEFORE THE PRIORITY DUE DATE (PDD) to guarantee your spot. Also, class change requests should be made BEFORE THE PDD to maintain priority over New Students. We do NOT invoice: for your convenience we DO send home a computer-generated reminder but it remains YOUR RESPONSIBILITY to know and honor the PDDs throughout the year. We are aware that rigid deadlines may seem harsh: however, the alternative to rigid deadlines is over-booked classes, not an acceptable alternative. *If you are concerned about forgetting the PDD please ask our front office about our Multi-Session Payment Option.*

**PREVIOUS STUDENTS.....**Previous Students are given registration priority over New Students ASSUMING REGISTRATION IS RECEIVED BEFORE THE PDD. Previous Student status is for any member of a family who has paid the Annual Family Administrative Fee within the last 12 months.

### Joining, Dropping, Changing Classes Mid-Session

**JOINING** a class after the session commences...No problem, as long as there is a vacancy.

**CHANGING** classes mid-session... We will gladly accommodate class change requests assuming there is a vacancy in your desired class.

**DROPPING...** a class: missing a class: There are no refunds or credits for dropping a class mid-session. ONCE A SESSION HAS COMMENCED YOU ARE IN CLASS FOR THE ENTIRE SESSION, regardless of attendance.

**SUMMER FLEXI-SCHEDULE...** During the summer term, to accommodate your family's vacation schedule we offer the *Summer Flexi-Schedule*.

### ABSENCES & MAKE UPS

**TUITION PAYS FOR YOUR CHILD'S SPOT IN YOUR CHILD'S CLASS.** We view make-ups as a privilege not a right. Make up procedures vary program to program, depending on safety concerns, space, equipment and teaching ratios. \*\*Make-up classes are available. Please check our current schedule for make-up days and times. For make-ups in our Martial Arts program please talk with Master Frazier.

**\*\*NOTE We do not allow make-ups during regularly scheduled classes because it is disruptive to the dynamics of each individual class\*\*.** \*\*All absences must be made up in the SAME SESSION. In the event of an absence the last week of the session a make-up into the next session will be permitted upon request. HOLIDAY absences may be made-up in advance of the holiday within the same session. The same applies to absences due to personal schedule conflicts known in advance. Make-ups are LIMITED. You MUST request in ADVANCE. Please phone the office 314-968-9494. INCLEMENT WEATHER POLICY... We almost never cancel classes, but in the event that we do, we will have a message on our answering machine or you may check online at [www.stlouisgymcentre.com](http://www.stlouisgymcentre.com) for updates.

### PAYMENT PROCEDURES

**PAYMENT SPECIFICS...**Full payment is required with registration. In the event your class choice is not available your money will of course be refunded. Payment by cash, check, MC, Visa, Am. Exp, Disc. Phone or fax via credit card only. Check policy: If your check is returned for non-sufficient funds (NSF), there will be a \$30.00 processing fee plus bank charges.

**MULTIPLE-SESSION PAYMENT OPTION...**Concerned about forgetting the PDD? No problem: simply pay for multiple sessions in advance and LOCK-IN your priority status. In the event your personal schedule changes and you cannot fulfill your obligation to attend future sessions for which you have paid, SLGC will refund all tuition you have paid towards *future sessions*. Not available for summer flexi-schedule.

**\$50.00 ANNUAL FAMILY ADMINISTRATION FEE...**This is a flat, \$50.00 per family fee which is due upon initial registration and on your anniversary date thereafter. This fee defrays administrative costs and if current it entitles each immediate family member to Previous Student Status even if that family member is not enrolled in class at the moment.

**FAMILY DISCOUNT...**At SLGC the most expensive tuition in your immediate family pays full fare. 2nd class tuition receives 20% discount, all tuitions thereafter receives a 25% discount.