



REGISTRATION FORM

COCA FALL CLASSES 2017

PLEASE PRINT. SUBMIT A SEPARATE REGISTRATION FORM FOR EACH STUDENT. COMPLETE BOTH SIDES.

STUDENT INFORMATION

NAME

MAIN CONTACT PARENT/GUARDIAN IF UNDER 18

DATE OF BIRTH FALL '17 GRADE GENDER M F EMAIL ADDRESS REQUIRED. RECEIPTS SENT VIA EMAIL

HOME TELEPHONE PLEASE INCLUDE AREA CODE CELL PARENT/GUARDIAN WORK CELL PHONE PROVIDER YES NO AGREE TO RECEIVE TEXT MESSAGES FROM COCA*

HOME ADDRESS CITY STATE ZIP CODE

NAME OF STUDENT'S SCHOOL PARENT'S EMPLOYER

SPECIAL NEEDS PLEASE LIST MEDICATIONS, ALLERGIES, PHYSICAL OR MENTAL HEALTH ISSUES OR BEHAVIORAL CONCERN

EMERGENCY CONTACT NAME RELATIONSHIP TO STUDENT

HOME TELEPHONE PLEASE INCLUDE AREA CODE CELL WORK

REGISTRATION POLICIES

WITHDRAWALS/REFUNDS: Tuition fees will be refunded, less a \$25 processing fee per class, if you submit a withdrawal form (available at COCA or online) by September 2, 2017. Registration fees are non-refundable. COCA offers no refund or credit for missed class days due to illness, schedule conflicts or for any other reason. Please see make-up policy for additional information.

MEDICAL WITHDRAWALS: COCA offers no refund or credit after the withdrawal deadline except for documented medical conditions. You must submit a withdrawal form and documentation on physician's letterhead. Medical withdrawals must be submitted before the last day of your or your child's class. Tuition will be refunded less the \$25 processing fee per class.

CHILD SAFETY: To ensure child safety, parents/guardians must pick up students promptly after class. Children waiting in COCA hallways and lobbies before and after classes are NOT supervised by staff or faculty.

TRANSFERS: COCA offers the opportunity for students to transfer to another class if space is available. Transfer forms are available in the front lobby and the Registration Office. The deadline to transfer is September 23, 2017.

MAKE-UP POLICY: Any classes missed can be made up by attending another class at the same or lower level within the same semester. Make-up forms are available at COCA and cocastl.org/register.

CANCELLATION POLICY: In the event that enrollment does not reach the

required number for a particular class, or circumstances arise beyond COCA's control, COCA reserves the right to cancel. You will be notified, and we will be happy to work with you to find a suitable replacement. If no replacement can be settled upon, COCA will refund your money in full, less your non-refundable registration fee.

BUILDING CLOSURES: If severe weather, a power outage or unforeseen circumstances necessitate the closing of any COCA program, COCA is not responsible for providing a make-up session, credit or refund. COCA provides information about closings via text messages, on local media outlets and at cocastl.org and 314.725.6555.

FINANCIAL OBLIGATION: COCA does offer payment plan opportunities. COCA reserves the right to suspend or terminate instruction and performance participation for students who do not meet their financial obligations. Students are liable for the full cost of tuition. Students with outstanding balances will NOT be allowed to re-register until the balance is paid in full.

RETURNED PAYMENT POLICY: It is COCA's policy to charge a \$25 processing fee for any returned payments (checks or credit cards). Those whose payments are returned may lose the privilege to pay via check, credit card and payment plans.

*Text messages are used to send building closure information.

RELEASE AND CONSENT

RELEASE/WAIVER: I hereby agree to indemnify and hold harmless COCA and its employees from and against any and all claims for personal injuries or damages of any kind arising from participation in the COCA program. Furthermore, I authorize COCA staff and faculty to seek emergency medical help for me and/or my child if this becomes necessary. I agree to indemnify and hold harmless COCA personnel in seeking medical care for me and/or my child. I realize that every effort will be made by COCA staff to contact me in the event of a medical emergency involving my child.

IMAGE CONSENT: I AGREE THAT COCA MAY USE MY AND/OR MY CHILD'S LIKENESS IN THE ROUTINE PROMOTION OF ITS PROGRAMS AND FOR OTHER NON-COMMERCIAL APPLICATIONS.

FIELD TRIP CONSENT: I give permission for my child to leave the premises for field trips supervised by adult staff members. I understand that I will have advance information about the date, time and location of the field trip.

COCA POLICIES AGREEMENT PARENT/GUARDIAN OR ADULT STUDENT SIGNATURE REQUIRED FOR ENROLLMENT

I have read and agree to ALL of the above policies, releases and consent.

Date / /

SIGNATURE

Please call us with any questions about placement or registration 314.561.4898.



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COCA REGISTRATION

SELECT CLASSES

CLASS CODE	CLASS TITLE	IF FULL, ADD ME TO WAIT LIST	CLASS DATE	TUITION
10000	Sample program	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SEP 5--DEC 12	\$280
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		

\$30 REGISTRATION FEE PER STUDENT

Take as many classes or camps as you choose for one annual registration fee. This fee is non-refundable.

Current Purchase

SUBTOTAL \$

MULTI-CLASS DISCOUNT

Students registering for three or more full-semester classes are eligible for a discount applied per person, per semester.

3rd & 4th Class: \$60 off those classes

5th & above: \$100 off those classes

\$

PAYMENT INFORMATION

Payment plan option for early registrants (\$10 service charge). A 25% down payment, registration fee and \$10 processing fee are required upon registration. Your credit card or checking account will automatically be billed in equal payments on September, October and November 15 for the remaining equal payments.

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DATES OF AUTOMATIC WITHDRAWAL

September 15, October 15, November 15

Only checks are accepted as payment for mailed registration forms.

To pay by credit card, please register online or in person in COCA's Registration Office.

To pay by cash, please register in person in COCA's Registration Office.

\$

**TOTAL
PAYMENT ENCLOSED**
\$

How did you hear about COCA's Arts Classes? Check all that apply.

- Have attended before
- On-site at COCA
- Television
- Online community events calendar (stltoday.com, etc.)
- From a friend
- Facebook/Twitter
- Internet
- COCA website
- Newspaper/Magazine
- COCA partner/sponsor
- Other (please specify) _____
- Direct mail
- Radio
- COCA e-blast/e-newsletter

FOR OFFICE USE ONLY

Date Rec'd				M P	Initial	Bio	Process & Conf.	Initial
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NOTES:

QUESTIONS

Please call us with any questions about placement or registration 314.561.4898. Thank You.