



2018-2019 School Year Registration Form (Please use separate form per student)

Student's Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Birthdate _____ Age _____

Mother's Name _____ Work/CellPhone _____

Father's Name _____ Work/CellPhone _____

Email Address : _____

(PLEASE PRINT CLEARLY AND REMEMBER TO UPDATE YOUR EMAIL ADDRESS, AS THE STUDIO CORRESPONDS WITH FAMILIES THROUGH EMAIL.) Your Email is only used for the studio communication purposes and will not be released or sold to outside companies

Emergency Contact (Name/Phone Number) _____

Medical Conditions/Allergies _____

CLASS REGISTRATION: (First Year, Second Year, Third Year, "7-level series", ETC.)

First Class Choice (e.g. Tuesdays 7-8pm) _____

Second Class Choice _____

Third Class Choice _____

PAYMENT OPTIONS: (Please choose one)

Pay in FULL Reg. Fee waived
Sept 2018-June 2019
\$890

10- month commitment
Sept 2018-June 2019
\$89 + \$50 one time per school year registration fee
*Please read policy page
*first month tuition and registration fee
due upon enrollment and is NON-refundable

Flexi-Month
\$99 + \$50 one time per school year registration fee
*Please read policy page

*first month tuition and registration fee
due upon enrollment and is NON-refundable



Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your checking account, or charged to your Visa, MasterCard, American Express or Discover Card.

The Recurring Payment Plan will help you in several ways:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges
- It's easy to sign up

Here's how the Recurring Payment Plan works:

You authorize regularly scheduled charges to your checking/savings account or credit card. You will be charged each billing period the total amount due for that period. A receipt of payment will be emailed to you and will appear on your statement.

Please complete the information below:

I _____ authorize *Sew Magarbo* to charge/debit my
(name)

account on first of each month for payment of my bill.

Billing Address _____ Phone# _____
City, State, Zip _____

Checking/ Savings Account

Checking Savings

Name on Acct _____

Bank Name _____

Account Number _____

Bank Routing # _____

Bank City/State _____



Sew Magarbo Credit Card

Interest FREE financing available. Please ask
for an application if interested

SIGNATURE _____

DATE _____

I agree to notify SEW MAGARBO in writing of any changes in my account information or termination of this authorization 30 days prior to the next due date of the charges. For ACH debits to my checking/savings account, I understand that because this is an electronic transaction, these funds may be withdrawn from my account each month as soon as the above noted transaction date. I also understand that a failed transaction will incur a \$20 fee. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I will not dispute the company's recurring billing with my bank or credit card Company; so long as the transaction corresponds to the terms indicated in this agreement.



2018-2019 SEW MAGARBO POLICIES

***Please initial each line**

Payment Policies

___ Automatic payments will be processed on the 1st of each month. Filling out the pre-authorization processing form may make automatic tuition payments. Failed transactions incur a \$20 failed transaction fee and another \$20 if not settled before the 7th of the month. If signed up for the "Finish Course Option" (Until June 2019), please know that there is no class withdrawal process. If signed up in the "Flexi-month" Option, you are required to give the studio filled out Drop Form, 30 days before the next month tuition is due in order to discontinue the charges and drop a class. PLEASE FILL OUT the DROP FORM WHEN GIVING NOTICE OF DISCONTINUING CLASSES. Emails or Verbal Notice is not accepted. Forms are to be filled out in person to avoid confusions and any "misdeliveries". Withdrawal forms not received thirty days (30) prior to the first day of the month when tuitions are to be auto-debited will result in normal charge of tuition fees for that month.

___ A family discount will apply to families with three or more students enrolled in classes as follows:
3rd sibling: \$60/month= (\$600/year)

___ Tuition is based on a yearly fee with the option of being divided into ten equal monthly payments (\$990/10 **\$890/10 discounted for 10-month program enrollees). Your monthly payment is not related to the number of classes in the month. When you enroll, you register your child/self for an entire season of classes--September through June. With our strict teacher:student ratio, we keep each class to a maximum of 8. We anticipate the student finishing the year therefore turning away new students once class is full. We don't overbook.

___ The number of classes that occur in any given month depends on the calendar and any holidays or breaks that may take place during that month (We follow the LCPS Holiday Calendar). Each month is different. Depending on the day of the week that your child is enrolled. TUITION IS NOT PRORATED DUE TO ABSENCES, WEATHER, OR SCHEDULED CLOSINGS.

General Fees

___ One time per year registration fee of \$50 per student or a maximum of \$125 per family due upon registration. For the "month to month" enrollees, First month tuition and registration fees are due upon registration. First month and registration fees are NON-REFUNDABLE. Private Lessons are available upon request. Please refer to our "Classes" page under the "Sewing" tab.

Arrival and Departure Time

___ Students should arrive NO earlier than 5 minutes prior to their scheduled class times. Parents are expected to pick up their child/children promptly. The studio will not be responsible for students once their class is dismissed. However, parents are expected to come in when picking them up. We are not comfortable with children going out the front door by themselves.

___ Each class is only one hour long. Bathroom breaks disrupts the entire class. We ask that the students come prepared to learn and sew for the entire hour without bathroom breaks. Of course, when needed they still can go to the restroom for that matter.

Due Projects

___ List of materials needed for projects will be given when a student is nearly done with the projects they are working on. However, it is still the student's responsibility to call the teacher's attention if a new project is almost due. We ask that Parents support this policy to encourage children to be responsible and prepared.

___ All students must be prepared for every class with their workbook, patterns, and all project materials (fabric, notions, including thread). Unprepared students who come to class without materials will have to work on a small project using supplies from The Sew Magarbo's stock of fabric & notions. The parent will be invoiced a \$5.00 flat fee charge for this. To avoid this charge, please make sure your children come to class prepared with supplies for their projects.

___ The fabulous range of fabrics and notions at the studio, are available at yours and/or your child's leisure to purchase. During class, you and/or your child may get fabric and/or notions to produce their projects ONLY with your blessing. The fabrics/notions will then be noted and later an invoice will be sent to you. If the account is not dealt within 7 days after receiving the invoice, please know that your account on file will be charged.

Class Observations and Fashion Shows

___ Parents are discouraged to sit and watch their children sew. The sewing and cutting areas are off limits to NON-students during class. Roaming around these areas during class disturbs the other students and makes the kids nervous around the sewing machines. We will schedule a "parents observation day" during the year and you will be notified. NO EXCEPTION. Children were accepted in the program because they are expected to be independent. If you feel that you need to be in the same room as your child, perhaps he or she is not ready yet.

___ Students are given the opportunity to "walk the runway" at the end of the school year to show off their creativity in their projects. Date and Location will be announced at a later date.

Inclement Weather

___ For the safety of everyone, in case of inclement weather, please call the studio or check at our website <http://www.ashburnsewing.com> or our Facebook Page: [Facebook.com/SewMagarbo](https://www.facebook.com/SewMagarbo) for cancellations.

We follow the LCPS Closures.

The studio does not pro-rate tuition nor makes up for weather cancellations.

Make-up Classes

___ Because of the strict student to teacher ratio, we are only able to makeup up to three (3) missed classes for the students enrolled for the "yearlong" due to sickness and family emergencies. Make -up classes to be given at the end of the school year. If the studio has to cancel classes for personal reasons, and a substitute is not available, we will credit/refund you back for the missed classes.

Photography for Website and Social Media

___ Photos may be taken of your child during sewing classes, camps, and workshops. The photos with child's first name may be used for promotional purposes on The Sew Magarbo's website or social networks. You must agree to the photography of your child for its usage as indicated, which may include but not limited to brochures, print ads, and web sites. All photos are property of The Sew Magarbo.



Waiver of Liability and Medical Release

I understand that the sewing instructor will do their best to prevent any accident from happening. I, the undersigned, agree to hold the instructor harmless for any accident that may occur to my child while attending sewing classes.

I understand that the *Sew Magarbo Studio* has the right to terminate my/my child's participation in the sewing program at any time for any reason.

I understand that once my child's class has been dismissed I am responsible for promptly picking up my child and hold harmless and release the *Sew Magarbo Studio* and *Instructors* from any liability after my child has been released.

I have read, understand and agree to adhere to the policies and procedures of the *Sew Magarbo Studio*. I am aware that tuition is due by the 1st of each month and that a \$20 late fee will be assessed if tuition is paid after the 10th of each month (different from the failed transaction fee from auto-debit).

Please check one of the following:

1. **I give** permission for the *Sew Magarbo Studio* to seek medical treatment for my child in the case of an injury or serious illness that requires immediate attention. I agree that if my child needs to be transported to an Emergency facility, decision will be made by the emergency team responding to the situation.

I do not give permission for the *Sew Magarbo Studio* to seek medical treatment for my child in the case of an injury or serious illness that requires immediate attention. Please contact _____ at _____ for further instructions.

2. **I give** permission for the *Sew Magarbo Studio* to use photographs of my child in advertisements and/or on the studio's website/facebook page, and other social media that is solely owned by SEW MAGABO.

I do not give permission for the *Sew Magarbo Studio* to use photographs of my child in advertisements and/or on the studio's website/facebook page, and other social media.

STUDENT'S SIGNATURE _____ DATE _____

PARENT'S SIGNATURE _____ DATE _____