

# VILLAGE THEATRE INSTITUTE

2018-2019

## Contract

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Best Contact Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Best Contact Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Student Email: \_\_\_\_\_

Student Cell: \_\_\_\_\_ Parent/Guardian Employers (optional): \_\_\_\_\_

\*Optional: Parent/guardian initial here \_\_\_\_\_ to give us permission to use student cell for contact.

**Offsite permission for students under 18:** My child has permission to go off site in between classes or on breaks:  
(Parent/Guardian initial) \_\_\_\_\_

### Institute Agreement

We understand that as a Student and Parent/Guardian, we have the following responsibilities:

- 1) I am committing to attend the Institute Foundation classes throughout the eight month program. I understand that I may also take any KIDSTAGE classes as elective courses, in addition to the Foundation classes, for a nominal fee per class. Elective course tuition is non-refundable, unless KIDSTAGE cancels the course.
- 2) Eight Month Agreement: I am making an eight month commitment to Village Theatre's Institute program, and it is making an eight month commitment to me and my development. If circumstances make it impossible for me to complete my Institute track, I understand that I must have an exit interview with the Institute Manager.
- 3) I understand that Institute tuition is required to be paid in full, regardless of my attendance and I agree to all financial obligations as explained in the **Tuition Agreement** document.
- 4) I acknowledge that the Institute standards are of the highest caliber and will do the work required to the best of my ability. I understand that a lack of effort may result in a conference and even removal from the program without refund of tuition.
- 5) Transportation: I will make certain I have/my student has transportation to and from the theatre.
- 6) I agree to arrive no earlier than 15 minutes before class, unless prior arrangements have been made with staff, and to exit the premises no later than 10 minutes after classes end for the night.
- 7) Unexcused Absences: I understand that unexcused absences or chronic late arrivals hurt me and other students and may result in removal from the program without refund of tuition.
- 8) I agree to respect fellow students, instructors, interns and staff, as well as to make safe choices and respect the theatre space property.
- 9) While on the theatre premises, I agree to refrain from engaging in public displays of affection of a romantic nature, outside of the context of classroom work.
- 10) I agree to remain drug and alcohol free while on theatre premises.
- 11) I understand that I **may not** bring visitors to class, due to insurance regulations. Parents/guardians are welcome to remain onsite during classes, however, we do ask that you remain outside the classroom when classes are in session.

*I have read and agree with the above:*

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_