



Operational Policies Acknowledgement

With my initials and signature I acknowledge that I have read and agree to the Operational Policies for the academy program I am / my child is attending.

After School Program

_____ I understand that billing is done only by auto-draft of my credit card. If my credit card is declined, I will be charged a \$20 declined card fee. I will be contacted for a new card number within two business days of the failed transaction. If the academy is unable to collect the tuition within those two business days, my account will be considered delinquent and my membership will either be frozen or cancelled. The student will not be allowed to participate in the academy program until the account balance is resolved.

_____ I understand that the weekly payment is for Martial Arts Classes and After School Pick Up. The payment bills every week and it will bill all school year including shorts weeks (school district holidays, teacher training days), holiday weeks (Thanksgiving, Christmas, Spring Break) etc.

_____ I understand that the weekly billing will not just stop because my child is sick, takes the week off or goes on vacation.

_____ I understand that there is a 60 day cancellation policy for the After School Program. I understand that my credit card will be auto-drafted on the regular billing day for a period of 60 days from the date I cancel in writing.

_____ I understand that there is a \$29 annual fee to register with Tiger Rock Martial Arts International. This is required in order to participate in rank testing's and tournaments. It is my responsibility to keep this registration current through the Tiger Rock MAI website.

_____ I understand that the Martial Arts program may require additional expenses such as uniforms (~\$100), clinics (\$10-\$50), sparring gear (\$285-\$455), tournaments (\$65-\$100), etc. These expenses are also outlined in detail on the Additional Program Expenses sheet contained in the members section of the academy website.

_____ I understand that I am required to purchase all martial arts uniforms, training equipment and sparring gear from Portland Tiger-Rock Pro Shop. Students will not be permitted to wear or use uniforms, training equipment and sparring gear from other academies.

_____ I understand that if the After-School van driver is required to drive to the school a second time to pick up my child because they missed the van, I will be charged \$50/child. This fee will be auto-drafted on the day of the occurrence.

_____ I understand that if I do not call the academy to cancel After-School pick up for my child by 2:00pm on a particular day that I will be charged \$25/child. This fee will be auto-drafted on the day of the occurrence.

_____ I understand that if I do not sign out my child, I will be charged \$5 for the first occurrence and \$10 for the second occurrence. Additional occurrences may result in my family being asked to leave the program. This fee will be auto-drafted on the day of occurrence.

_____ I understand that if my child fails to bring their uniform to class by Tuesday of each week, I will be charged for a new uniform. This charge will be auto-drafted on the day of the occurrence.

_____ I understand that if I arrive after 6:00pm to pick up my child from the After-School Program I will be charged \$1/minute for the first 30 minutes and \$5/minute thereafter. This fee will be auto-drafted on the day of occurrence. Calling ahead that you are going to be late is appreciated, however you will still be charged.

Signature _____ Date _____

Academy Staff Signature _____ Date _____