

***CHILDREN'S EXPERIMENTAL
THEATRE***

***CLASSICAL
THEATRE ARTS
CONSERVATORY
PROGRAM
2007-2008
Year Program***

***September 8, 2007 – June 15, 2008
CONSERVATORY GRADES 2-12 YEAR REGISTRATION
&
September 8, 2007 – May 17, 2008
1st GRADE YEAR REGISTRATION***

(Please Read Carefully, Fill Out Completely & Return All Forms)

Children's Experimental Theatre, Inc.

INDOOR FOREST THEATRE

P. O. Box 3381

Carmel, California 93921

Phone: (831) 624-1531

Fax: (831) 375-0499

Email: cetsprc@aol.com or cetmanager@aol.com

Website: www.cetstaffplayers.org

(revised 8/07)

CHILDREN'S EXPERIMENTAL THEATRE, INC.

At the Indoor Forest Theatre, Mountain View & Santa Rita
P.O. Box 3381, Carmel, California 93921
Phone: (831) 624-1531 Fax: (831) 375-0499
Email: cetsprc@aol.com or cetmanager@aol.com
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Children's Theatre Specialists Since 1960!

Registration for Admission for Program Year 2007-2008

Child's Name: _____ **Home Telephone:** _____

Date of Birth: _____ **Current Age:** _____

Nickname: _____ **Boy:** _____ **Girl:** _____

School: _____ **Current Grade:** _____

Residence Address: _____

_____ **Zip Code:** _____

Mailing Address: _____

_____ **Zip Code:** _____

FATHER'S INFORMATION

MOTHER'S INFORMATION

Father's Name: _____ **Mother's Name:** _____

Driver's License #: _____ **Driver's License #** _____

Occupation: _____ **Occupation:** _____

Employer: _____ **Employer:** _____

Work Phone: _____ **Work Phone:** _____

Cell Phone: _____ **Cell Phone:** _____

Child Living with: Both Parents _____ Mother Only _____ Father Only _____ Other _____

SIGNATURE PAGE

The student named below shall be enrolled in the **Year Conservatory Program**, Grades 2-12, offered by Children's Experimental Theatre and will participate in all weekly classes, rehearsals and activities for the period of September 8, 2006 through the end of the production year June 15, 2007. The 1st Grade Class runs September 8 – May 17. All Traveling Troupe activities are included in the **Year Conservatory Program**, Grades 2-12, should the student be accepted into this special touring group, and includes the Spring Play Festival. There are no other fees required for The Traveling Troupe; participation is based on merit and is considered a form of community service by the school districts.

PLEASE FILL OUT COMPLETELY

Year Program 2-12 _____
(\$650 + \$25 Reg Fee)

Year Program K-1 _____
(\$500 + \$25 Reg Fee)

Signed: _____ **Date:** _____
Parent/Guardian Signature

Person Responsible for Payment: _____

CET Representative: _____ **Reg. Date:** _____

Method of Payment: Check _____ Visa/MC _____ Cash _____ Terms _____

(Make Checks Payable to CET or Children's Experimental Theatre)

Drivers License No.: _____ **Paid:** \$ _____

VISA/MC (circle one) Card #: _____

Expiration Date _____ **Amount Paid** _____ **Date of Payment** _____

Name on Card: _____

THE STUDENT LISTED BELOW AGREES to participate in all activities and attend all rehearsals and classes in a mannerly and cooperative fashion. He or she further agrees to follow the directions of their instructors and to bring any problems or concerns to the attention (in the following order) of the Instructor, the Artistic Director or the Managing Director.

Student Name _____ **Signature** _____
Please Print

(CET reserves the right to change or alter policies at any time without prior notice.)
Children's Experimental Theatre, Inc. is a private 501 (c) 3 non-profit. Donations are fully tax deductible.

CONTRACT FOR CET SCHOOL YEAR PROGRAM **2007-2008 SCHOOL YEAR**

Dates: This contract is for the Conservatory Year Program beginning September 8, 2007 running through June 15, 2008 and the 1st Grade Year Program running September 8, 2007 to May 17, 2008. (*A separate contract is required for each registered student.*)

Contract Due Date: A signed and completed registration packet for the 2007-2008 program year must be received by us no later than one week after the first attended class, regardless of when your child begins training with CET. (Example: Registration on October 27, 2007 for the remainder of the program year or semester term would require a signed and completed contract by the following Saturday class in November.)

Classes & Times: Students registered during the two registration days, August 18 and 25, will be notified by telephone regarding the time of their first class dependent upon the final registration tally and organization of students; Saturday class times are adjusted depending upon registration size. Generally, classes are held Saturdays beginning at 9:00 a.m. for the younger grades and running sequentially throughout the day for the older classes. Prompt and consistent attendance is advised. *Times will be posted at the theatre and on the website after early-bird registration in August.*

Tuition & Discounts; Year Program ~ Grades 2-12: Tuition is based on an annual program cost basis – *not* on a monthly basis. The integrated nature of the program requires attendance at all classes and rehearsals for students in the Conservatory. There are Three (3) Payment Options for Tuition. Annual Tuition is \$700 per Year.

1. Accounts paid in full at registration up through September, 2007, receive a \$25 discount. CET Conservatory Year Program Tuition is \$650, plus a \$25 Registration & Insurance Fee. If all fees are paid in advance, the Registration fee is waived. The non-refundable annual registration & insurance fee of \$25 per registrant, regardless of when your student begins the program, is due when tuition is paid over time.
2. Those wishing credit arrangements have the following options: The 3 Payment Option for Grades 2-12 and The 3 Payment Option for 1st Grade (by credit card only).
3. Installments of \$250, \$225 and \$200 for Grades 2-12 and installments of \$200, \$200 and \$125 for 1st Grade can be made by credit card on the following dates:
First Payment: September 8th, 2007 (First Class Day), Dec. 1st, 2007, and March 1st, 2008. ***Through September, all students can receive a \$25 waiver of Registration & Insurance Fees if Tuition is PAID IN FULL at time of registration.***

For those requiring credit arrangements, an initial tuition deposit and credit card is required. Late enrollment receives a discount of \$50 per month missed for Grades 2-12 & \$25 for 1st Grade. Any remaining balances unpaid by the agreed upon dates will incur a 1 ½ % finance fee on the remaining balance. Late payments - made after the 10th of each month - will add \$10 in late fees per occurrence. Payments not made on time may result in immediate suspension from the program until all fees are paid in full at the discretion of the board and management. Statements will be forwarded with billing details.

Due to rising costs and as we align our tuition costs to more accurately reflect real costs it is worth nothing that unlike other programs, ***all materials are included*** ~ scripts (one per show), costumes, makeup, fencing & combat equipment, pencils, props, scenery, etc.

NOTE: Concurrent registration through the Monterey Peninsula College (Forms included with your packet or on the website to download) is required. It keeps our costs down and helps pay for materials and related overhead of the program not covered by tuition fees.

PLEASE NOTE NEW POLICY: Those students who do not participate in the MPC Class Away from the Campus concurrent registration will be charged for materials at a rate of \$100 per semester term. The above amount includes participation in Traveling Troupe, the Play Festivals and their costs.

NOTE: it is to your advantage to fully fill out and return your MPC forms with all required signatures and information by **SEPTEMBER 15th, 2007** or within 1 week of registration, whenever that may take place; late forms will not be accepted and will result in being billed for a materials fee of \$100.

Credit Terms/Finance Fees: For those requiring the 3-payment option, a payment of the initial fee with the non-refundable registration & insurance fee of \$25 is due and payable by the first day of class **from all applicants**. The remaining tuition balance will be billed prior to each payment date. However, the responsibility to make timely payments rests with the parent or guardian. Payments not made on time will be billed a late payment fee plus the finance charge (1 ½% of the remaining balance). If tuition is not paid by the end of the term, all remaining balances will be forwarded to a credit collection agency, to include our costs of collection and any bank fees. These charges help support a variety of costs: postage, materials, billing and processing by staff, bookkeeper and accountant, and offsets fees not available due to credit extension.

There is a grace period until the 10th; after that a \$10.00 late fee will apply. Repeated late or non-payment of tuition will require the total tuition amount to be paid in full and possible suspension from the program until all fees are paid. Your contract can be canceled for non-payment of fees or for delinquent payments. The parent/guardian or sponsor agrees to be personally responsible for all fees. **Accounts not paid in full by the final due date of March 1, 2008 or within 1 week of withdrawal (whether or not written withdrawal is received) will be forwarded to a Credit Bureau for collection and will include all related costs and fees.**

Grant Applications: For those who desire their child attend our program but who may be suffering severe financial limitations, we offer several options - applications are available for “Grants in Aid” for younger students and “Work Scholarships” for older students. Grants awarded are usually a percentage of the entire tuition fee; rarely are grants awarded at 100%. Applications accompanied by the latest tax return or written confirmation of income/wages or other income received are reviewed by the CET Board of Directors and Executive staff as soon as possible following submission of your application package. You will be notified within 10 days of the next board meeting following submission of your application of their decision as long as your packet is

complete; board meetings are held the third week of each month. (*It is required that the non-refundable registration & insurance fee of \$25 plus a \$200 deposit be paid by all grant applicants, along with a completed registration form, all completed MPC forms and a completed grant application form with one's most current tax return or income confirmation be submitted before the Board can review your application.*) Grant applications are enclosed with your registration packet. All information is confidential. ***Grant applications must be fully completed and accompanied by a copy of last-year's federal tax return or income verification to be considered; without these documents, your application will not be considered.*** Please contact the managing director for further information at cetmanager@aol.com or call the theatre at 624-1531.

Refund Policy: There are no credits or refunds for days that your child does not attend; we have no way of knowing why your child is not in attendance. This includes days you take off for family vacations, illness, non-school days, closure due to forces of nature, etc. This contract is made on an annual basis; therefore, withdrawals from the program will only be calculated at \$50 per each month remaining for Grades 2-12 & \$25 for 1st Grade, if **written notification** is received no later than February 28, 2008. **No refunds will be given after February 28, 2008.** **WRITTEN WITHDRAWAL IS MANDATORY; phone calls, faxes, messages or verbal notification will *not* be accepted in lieu of mailed written notice of withdrawal to the attention of the Managing Director, P. O. Box 3381, Carmel, CA 93921. All fees remaining are due and payable immediately upon withdrawal, whether written notification is received or not. Refusal to pay balance will entail referral to a credit agency.**

Late Registration: Late registration for the Year Conservatory program will reduce tuition at the rate of \$50.00 per month missed for Grades 2-12 & \$25 for 1st Grade. Tuition is charged for the entire term for which you have registered. Fees must be paid in full (or arrangements made with the Managing Director) and all forms completed by the first week after the first attended class. Any other arrangements will need to be made with the Managing Director. Required forms include the MPC forms. **Grant recipients are required to make regular payments of their remaining balance as well as provide a minimum of 3 hours volunteer time per month, Sept-June; arrears in payments can cancel the grant and force repayment in full of the entire tuition amount.**

Withdrawal Policy: If your child must leave during the program year, we require **written notice of withdrawal.** You are financially responsible for any remaining tuition due as of the date of withdrawal. As long as written withdrawal occurs before February 28, 2008 you will be repaid or credited the remaining tuition due prorated at \$50 per month for Grades 2-12 & \$25 for 1st Grade remaining on the contract, ***as long as your account is paid in full and in good standing.*** Any balance remaining will need to be paid in full within 7 business days of withdrawal. You will still be obligated for any remaining tuition due, after crediting of the remainder of the term. For those withdrawing after February 28, 2008, all tuition due must be paid at time of withdrawal. All unpaid accounts, as of the month following withdrawal, will be forwarded to a collection agency if not paid in full. We retain the right to terminate this contract for any reason.

This contract may be terminated in writing by either party, subject to the terms of this contract.

Attendance: If your child is unable to attend, we ask that you notify us by 9:00 a.m. Saturday for Saturday classes, and by 3:00 p.m. for weekday afternoon rehearsal times; sooner if possible. Regular and timely attendance is strongly advised and encouraged.

MPC Concurrent Registration: CET participates in the Monterey Peninsula College Adjunct-Campus Program. Your student can earn college credit for Conservatory participation. You are required to complete the MPC forms included in this packet, including the required signature from your child's school. Participation in concurrent MPC registration allows CET to maintain its modest fees and helps pay for materials. Similar private programs cost an average of \$2,500 per semester. We wish to keep our fees low to allow access to our programs by all students; your full participation and completed forms make that possible.

Returned Checks: A service charge of \$25.00 is charged for any returned check, plus the face value of the check. After one returned check, all future payments will only be accepted by certified check, money order, or credit card. There are no exceptions.

Days we are closed: We observe the traditional school holiday calendar including Labor Day Weekend, Thanksgiving weekend, Christmas vacation, New Years Day, Easter Week and Weekend, and Martin Luther King Day. We do not observe Fall & Spring Breaks nor Memorial Day weekend because of its proximity to the students' Spring Play Festival – a full weekend of performances both Saturdays and Sundays, in early June. Memorial Weekend is slated for dress rehearsals for all casts in the Spring Play Festival. Missing dress rehearsals is grounds for being excluded from production unless mutually satisfactory arrangements have been made ahead of time with the Artistic Director.

What is Expected of the Student & Reasons for Dismissal: As participation in CET is solely voluntary and there are a limited number of spots in each class, all students are expected to attend classes promptly and behave cooperatively with their instructors and fellow students. We put much time and effort into individualized attention; your student's commitment to the program is crucial if all students are to receive their best experience.

We maintain a strict no-violence-no-disruption policy: any breach of this policy may result in expulsion from the program. This includes physical, verbal or emotional violence (bullying, harassment, etc.) or constant disruptions of class time. We have a three-strikes policy regarding abusive or disruptive behavior by either student or guardians. One verbal warning will be issued at the first incident, then one meeting with an administrator and parents will be attempted for the second incident, and a third incident will result in expulsion.

CET reserves the right to expel any student if the student or their parents refuse to abide by our policies. CET maintains a strict no-star policy as regards performance—all students will be directed, double-cast and/or removed from performance at the sole discretion of

the Artistic Director. This includes Traveling Troupe, Spring Play Festival Productions and/or joint productions with Staff Players Repertory Company. We welcome parental input to resolve any difficulties and are committed to working with challenging schedules or family issues as they arise. However, a sudden unexplained withdrawal during production periods (once all parts are cast and rehearsals and/or performances have commenced) will result in a “no refund/no return” forfeiture policy and all fees will be immediately due and payable. **Grantees who do not make their payments in a timely manner as agreed risk having their grant recalled making full tuition fees due and payable immediately; if payments are not made, it can result in suspension of the student from participation in the program until all fees are paid or termination from the program.** If disagreements arise as to policies with instructional or artistic staff, the Managing Director should be contacted directly in that event. If that does not suffice, parents have the option of mailing their complaint to our Board of Directors at CET Board, P.O. Box 3381, Carmel, CA 93921.

Traveling Troupe: Participation in the Traveling Troupe, several casts of the same production touring annually each spring to elementary schools all over Monterey County, is by merit only. It fulfills the community service requirements for High Schools and Middle Schools. Readings for Traveling Troupe are held in Sept/Oct with the intent that casts will rehearse in the Fall and be prepared to begin performing in Winter. We hope to accelerate the Traveling Troupe rehearsal calendar to allow staff and students to complete their touring cycle by late April or early May, when most students are facing final exams and preparation for the Spring Play Festival. We hope this schedule alteration will assist everyone to more easily meet their varied commitments. ***Participation in Traveling Troupe is optional; however, once accepted into this elite touring company, members are committed through the touring season ending in May.***

Please understand there will be Fall & Winter after-school rehearsals for actors in the Traveling Troupe, and performances averaging one school day per month through the Spring Touring calendar. Once cast, all Traveling Troupe members may occasionally be called upon to replace other cast members due to illness or family emergency. We try to accommodate the various commitments of each family, but depend upon this contractual relationship to meet Traveling Troupe’s commitment to county elementary schools. The Artistic Director will send reminders home with your student and will phone to confirm each performer’s schedule for upcoming performances.

Please Remember: Traveling Troupe cannot be scheduled with the schools much more than 4 weeks ahead (sometimes less) due to the fact that we have no way of knowing which cast will be ready, which cast members will be healthy enough to tour and what each school’s unique scheduling issues may be each semester, so please be aware that once the touring season is underway, your student is “on call.” For All Students: all classes except 1st graders participate in the Festival, showcasing their work in a classical production performed in June; each performer’s presence is mandatory throughout the Festival. Should an emergency arise, please contact the Artistic Director at once. **Please: do not schedule vacations until all Festival days are over.** *Remember: Your performer needs your support to meet their commitment to their cast and production ensemble!*

**CHILDREN'S EXPERIMENTAL THEATRE
Theatre Arts Program 2007-2008
(PLEASE SIGN & RETURN TO CET)**

FIELD TRIP AUTHORIZATION

I/we _____, parent(s)/guardian(s)
of _____ will allow him/her to leave the school
premises with Children's Experimental Theatre staff. The children will
be transported either by CET van or on foot. We hold harmless all
CET staff for any incidents occurring as a result of such field trips.

Signature of Parent/Guardian

Date

**Children's Experimental Theatre, Inc.
Emergency and Identification Information**

Family Information **(PLEASE SIGN & RETURN TO CET)**

Child's Name: _____ Birthdate: _____

Mother's Name: _____ Home Ph.: _____

Bus. Ph.: _____ Mobile Ph.: _____ Pager: _____

Address: _____ Email: _____

Bus. Address: _____

Father's Name: _____ Home Ph.: _____

Bus. Ph.: _____ Mobile Ph.: _____ Pager: _____

Address: _____ Email: _____

Bus. Address: _____

Names of Persons Authorized to Take Child from Facility (This child will not be allowed to leave with alone or with any other person without written authorization from parent or guardian.)

Name	Telephone	Relationship
_____	_____	_____
_____	_____	_____

Additional Persons Who May be Called in Emergency to Take Child from the Facility?

Name	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

Physician to Be Called in Emergency

Name	Address	Telephone
_____	_____	_____

If physician cannot be reached, what action should be taken? _____

Medi-Cal Number: _____

Medical Ins.: _____

Policy Number: _____

Allergies or Other Medical Limitations

Permission for Medical Treatment. Administrative procedures vary among medical personnel and medical facilities with regard to provision of medical care for a child in the absence of the parent. The exact procedure required by the physician or hospital to be used in emergencies should be verified in advance.

In case of an accident or an emergency, I authorize a staff member of Children's Experimental Theatre to take my child to the above-mentioned physician or to the nearest emergency hospital for such emergency treatment and measures as are deemed necessary for the safety and protection of the child, at my expense.

Signature: _____
Parent or Guardian

Date: _____

Parent Report FOR NEW & CONTINUING STUDENTS

[All answers are confidential –Parents of *Continuing* Students ~ PLEASE UPDATE US]

Please take home this questionnaire, review and answer the following questions and return by the first day of class. These questions are designed to help our teaching staff to best teach your child. All answers are voluntary and are kept confidential. Purposeful withholding of critical information is grounds for expulsion from the program.

Please describe your child’s general disposition:

How does your child get along with siblings, other children, parents?

Does your child have any particular “dislikes” we should be aware of? (i.e., particular situations, things that make him/her angry or upset?)

Does your child have any special sensitivities (i.e., light, sound, touch)?

Does your child have any special fears?

Has your child had any special or unusual experiences – recent or in the past -- of which we should be aware?

Has your child had or does he/she have any allergies, vision or hearing difficulties, or other limitations or behavioral problems that we should be aware of? Is your child on medication? Is your child receiving counseling? Been diagnosed with a learning difficulty or other problem? Please explain in detail (add pages or write on the back of this one if you need further space to elaborate).

C.E.T. GRANT-IN-AID APPLICATION

Application Year:

Children's Experimental Theatre Grants are awarded solely on the basis of need. Each Grant Application is carefully considered by the CET Board of Directors which is responsible for rewarding Grants.

Name of Applicant/Student:

Age: Birthdate: School:

Address: Phone:

City: Zip Code:

Parent's Name:

Address: Phone:

City: Zip Code:

Married: Divorced: Separated: Widowed:

Father's Occupation: Income:

Employed By: Phone:

SS#: CDL#:

Mother's Occupation: Income:

Employed By: Phone:

SS#: CDL#:

Child Support Paid/Received:

Other Sources of Income & Amount:

Annual Combined Income All Sources:

Siblings: Name: Age:

Name: Age:

Name: Age:

Name: Age:

Other Dependents:

What Percentage of Tuition Are You Requesting?:

Most grants are partial grants; the balance due is to be paid in full or in monthly installments, with no arrears. Failure to do so may result in losing the present or future grants and the re-calculation of tuition due based on the full and regular rate, due and payable immediately.

CET Volunteer Taskforce Sign-up

Parent participation is an essential area in the functioning of Children's Experimental Theatre inasmuch as tuition covers only a percentage of the budget. Please check next to the area where you can best help. Staff Players Repertory Company is our chief fundraising effort and welcomes your participation!

Have You Ever Wanted to Work in Technical Theatre? ____ Scenery construction, painting, moving sets ____ Costuming ____ Prop Reconnaissance & Management ____ Lighting

Do You Like to Talk on the Phone? ____ Be a Class Liaison – Schedule Changes, More ____ Inform Parents of CET Needs and Activities ____ Make Fundraising Calls

Performance Increases the Appetite! ____ Make Goodies for Concession Sales for SPRC! ____ Cook up Snacks for Break Session & Summer Intensive Students! ____ Make Concessions and Man the Booth at CET'S SPRING PLAY FESTIVAL!

Sometimes We Need Office Help! ____ Typing Scripts ____ Data Entry-Alumni/Mailing Lists ____ SPRC Season Ticket Campaign & CET School Distribution Party ____ Stuffing Bees & Mailouts ____ Copy Scripts for The Troupers ____ Quarterly CET Newsletter ~ Create, Copy, Mail, Manage

Just Can't Seem to Fill All That Empty Space Around the House? ____ Storage for Costumes, Props, Scenery – Help Us Replace the Wood Street Garage Storage Site! ____ Help Us Keep Our Off-Site Storage Center Organized ____ Help Organize & Catalog the Prop Rm

Promotion!!! Promotion!!! Promotion!!! Help Raise Awareness of CET & SPRC
____ Collate School Flyers & Deliver Twice a Year ____ Stock and Deliver SPRC & CET Brochures

Like to Party??? ____ Plan Fundraising Events ____ Work on Special Events
____ Host & Organize CET Spring Plays Concessions 1st Sat. ____ 2nd Sat. ____ 1st Sun. 2nd Sun. ____
____ Host SPRC Intermission Concessions, Make the Goodies to Sell & See the Shows for Free!
Special perf. ____ Friday Perf. ____ Saturday perf. ____ Sunday Matinee ____ (For SPRC) Once a Week
____ Twice a Month ____ Monthly ____ Once per Show ____ Or? _____

Housekeeping & Maintenance!!! Help Clean the Shop ____ (Monthly During Productions) Office Painting Party & Reorganization ____ (We Like to Repaint it Every 10 Years, Whether it Needs it Or Not!) 5-Year Theatre Repaint Party ____ (Not til 2006) Clean All the Carpets ____ (Needed Twice Yearly) Or Get New Carpet Donated & Installed ____

Production Assistants ~~~ Want to Learn to Work Behind the Scenes on Shows??

____ Intern with Us!! Hold Book & Run Lines with SPRC Actors:
One Show ____ Two Shows ____ Three Shows ____ Four Shows ____ Five Shows ____ Six Shows ____

____ Hold Book & Run Lines with Conservatory Students:
____ 9:00 Class ____ 10:00 Class ____ 11:00 Class ____ 1:00 Class 2:30 Class ____
____ Traveling Troupe Cast ____ SPRC Touring Company

When May We Call Upon You? Weekly? ____ Twice Monthly? ____ Monthly? ____ As Needed? ____
Your Skills Are Welcome!!! How Would You Like To Help???

YOUR NAME: _____ YOUR CHILD'S NAME: _____

PHONE(S): HOME: _____ WORK: _____ MESS/CELL: _____

MPC Form Instructions

We realize it is a challenge filling out all the questions on the MPC forms for the Class-Away-From-The-Campus Program. However, we must insist that all forms be completed as asked to finalize registration. This year we will now be billing on an hourly basis; without MPC registration, our fees will have to go up, so please get them back to us!

All MPC forms are due within one week of registration or by first day of class. We will fill out class numbers, departments, descriptions, etc.

All questions must be filled out completely, including dates. For example, under the residency section it is asked when a California Driver's License was acquired: when it asks for month/day/year, it really means the month/day/year. One can use one's birth date at age 18 (21, if you are over 40) to calculate if you do not recall the exact date.

The same is true for the question regarding when a parent was registered to vote in California, aged 21 years for those over 40. Monterey Peninsula College requires this information to determine residency status. This information is kept briefly and then destroyed.

On the School Insert, all signatures must be provided *including a school representative* (school secretary, etc.) from your child's school or district office, your own signature, *and the student's signature*.

For Home Schooled students, an affidavit from your home school is *required* in lieu of the school signature. Please provide this affidavit or a letter from your home school or consortium to accompany the School Insert portion of the form.

Once your student has been registered with us, we will keep your information on file to ensure proper credit by MPC – unless you request otherwise. The next time forms are due we will gladly fill out the majority of your forms: all that will be required are signatures and/or home school affidavits.

We are endeavoring to make this process easier for parents! Please bear with us as we try to streamline this process! And thank you very much for your patience and diligence!

The Staff of CET!