



Student Enrollment Worksheet

Turn this Worksheet in with student enrollments and when taking a discount. Register online first selecting classes, then use total from your online portal to avoid tuition errors.
 Go online to <https://www.christinerichstudio.com/register/> to register and access enrollment documents every semester. Discount packages and deadlines--see Class Schedule page 2. Notify us by email when leaving a cash payment in the mailbox.

1402 Regency Drive West, Savoy, IL 61874
 Phone: (217) 355-9265
www.ChristineRichStudio.com
 Admin@ChristineRichStudio.com

Student's Last Name: _____ First Name: _____

Account/Guardian's Last Name: _____ First: _____

Email: _____

Discounts when paying cash/check:

See the Class Schedule for any class requirements, then for tuition discounts & deadlines, see the Class Schedule.

Discount Packages 1 per student	Mark your discount & date turned in to mailbox:
<input type="checkbox"/> .5 hr or more non-EP/PP hours	
<input type="checkbox"/> 2.5 hr or more non-EP/PP hours	
<input type="checkbox"/> Primary Program Package (PP)	
<input type="checkbox"/> Excellence Program Package (EP)	

CLASSES AND TUITION

Classes	Day / Time	Total Hours per week	Tuition/Fee For semester
See Class Schedule			
Tuition Subtotal			\$ _____
Submission date _____ Total Tuition Hours _____			-----
Discount _____ % =			(\$ _____)
Credits			\$ _____
<i>Paying same day as class incurs a \$20 convenience fee</i>			\$ _____
<i>~\$10 Class Switching Fee~</i>		<i>~No Refunds~</i>	BALANCE DUE \$ _____

PAID IN FULL: Cash Check # _____ dated with today's date to CRS

PAID WITH INSTALLMENT CHECKS: 3 or 5 Installment Checks
 Please fill out and sign Installment Agreement. All installment checks are to be turned in now pre-dated for deposit on the dates specified. Here's the [Installment Agreement](#) to print and turn in.

Thank You!

Enrollments are subject to policies and availability. Retrograce Systems, Inc.

PAYMENT OPTIONS