



Enrollment Form

Student Information (to be filled out by parent)

Student 1 _____ Age _____ Birthday _____ M or F
 Please print name exactly as you would like it to read on certificates

Student 2 _____ Age _____ Birthday _____ M or F
 Please print name exactly as you would like it to read on certificates

Contact Information

Parent _____ Phone _____ Email _____

Parent _____ Phone _____ Email _____

Address _____ City _____ Zip _____

How did you hear about us? _____ Previous Experience? _____

Please list the top 3 reasons you are joining martial arts?

Important Information – Please read

Student Success: Visit our website www.TrinityMartialArts.net. Select: downloads, enter username: **tma3** and password: **tma3**. Print requirement sheets. The sheets list all requirements to test for next belt rank. *Note: Print the sheet that is the same as your current belt rank. For example if you are a white belt, print the form that says "White Belt." You will need to print after each belt promotion, never read ahead. Use as a study guide to practice after being taught in class by Instructor.

Communication: We send monthly emails to the email address provided above. Additionally we are on Facebook.

Make-Up Classes: Students may take a make-up class within one month of missed class. It is important to be consistent with your training and remain on your normal schedule. If you must miss a class please attend appropriate make-up class, typically on Friday.

Timeliness: Please do your best to arrive before your class starts. Being late is disruptive to the rest of the class.

Addressing Instructors: Address instructors by their Korea title or simply by "Instructor." It is also acceptable to add their first or last name after.

Why Bow? Bowing is part of our culture is a way to show respect. It is also a greeting, similar to shaking hands or saying "hello" or "goodbye." Always bow when entering and leaving the training floor.

Tae Kwon Do Belt Testing: If your child is testing they will receive a form the week of the test that must be returned to the school. Daily students are given feedback on progress towards testing and **can be seen at TMA on the TV at all times**. Students are responsible to practice and make corrections. (More on back)

Arnis Seminar and Belt Testing: Please be aware students are required to test for Tae Kwon Do and Arnis. Arnis tests are on Saturdays. More info on back.

TMA is Closed: Memorial week, 4th of July, Labor Day, Halloween, Thanksgiving & day after, Dec 24-Jan 1. Weather closure: Lake WA School District.

Recurring Payment Authorization Form

I authorize Trinity Martial Arts to automatically bill the amount indicated. The charges will appear on your monthly credit/debit statement. You may cancel at any time with a 14 day notice. A \$10 fee will be automatically added if declined. If card changes fill out Account Update form at front desk.

Student 1 \$ _____ Description: _____

Student 2 \$ _____ Description: _____

Recurring Payment Total \$ _____ Frequency: Monthly or Prepay: 3/6/12months Start on: _____

First Payment: Tuition is prorated (based on 4 weeks) + \$_____ enrollment fee for 1st and \$_____ for each additional family member

First Payment: \$ _____

Card Number: _____ Expiration: _____ 3 Digit Code: _____ Zip: _____

SIGNATURE: _____ Today's Date: _____

Trinity Office Staff:	Student 1 Program & Time	
	Student 2 Program & Time	
	Data Entered iPad _____ EFT copy/give immediately _____	Email Entered _____ Interview _____

Student Section

School Policies

Payment

Important Policies

School Rules

Important Information – Please read

1. Be polite! Say “Hello” and “Goodbye” to the instructors when entering and leaving the school and when you see them outside of school.
2. No food or drink (other than water) allowed on the training floor. If you have a medical condition that requires something more, let your instructor & school manager know.
3. Students remove your shoes at the entrance of the school (Do Jang). Store belongings neatly in the cubbies that have been provided.
4. Do not leave your uniform, gear, or any other personal items in the school. Forgotten items will be placed in the lost & found and you must pay \$.25 to retrieve them. Push-ups will also be required for a forgotten belt. You must pay \$.25 to replace lost requirement sheets.
5. Bow to the flags then the instructor when you first come onto the training floor. If there is more than one instructor present, bow to the highest-ranking instructor first. If you are already on the training floor when the instructor joins the class, stop what you are doing and bow. If you leave the training floor, bow once to the flags when you leave and again when you return. When you are done training, bow once to the flags when you leave the training floor.
6. Never lose your temper while training. Never argue with an instructor or another student. Never be rude to anyone in the school at any time.
7. No fooling about or unnecessary talking in class. Do not talk out in class unless you are called on. Bow before asking a question. No swearing in the school.
8. Never deliberately cause harm to another person - unless your safety or someone else’s is at risk. Teen/Youth students may not spar outside of class unless supervised by an instructor or an adult. No student shall participate in any fight club or other form of sport fighting without the Chief Instructor’s permission.
9. Do not train if you have taken drugs or alcohol.
10. Do not allow your belt to touch the floor when it is not being worn. Do not wash your belt unless you have permission from your instructor.
11. Know when your class starts and be on time for class. If you are late, wait at the training floor entrance until your instructor signals you to join the class. Please call the school if you are going to be late or miss class. Inform the administrative staff if you will be leaving for an extended period of time.
12. Be quiet and respectful when waiting for your class to begin. No fooling about on the side.
13. You must wear the proper school uniform in class. Do not alter the uniform unless authorized. A white or appropriate color T-shirt may be worn under the uniform top. An appropriate color (white, red, blue, or black) school T-shirt or sweatshirt may also be worn. Keep your uniform and yourself clean, keep your finger and toe nails trimmed. Do not wear jewelry in class (except wedding bands or un-removable jewelry).
14. Testing Etiquette: Students who are ready to test will pass their pre-tests and their belt will be red-striped. Never ask to test. If your belt is red-striped you must test. Be on time for the test and in full uniform (full uniform includes pants, white top & TMA patch). If you are unable to attend the test, call and explain. Students who miss a test without notifying the school and without good reason may be excluded for the next test.
15. Sparring Rules: All sparring is non-contact. Some light contact, with control, to the body or the headgear will be tolerated. Face contact is never permitted. Students must wear the following approved protective gear at all times when sparring - head gear, hand and foot pads, mouth guard, groin protector (for males)

Tuition, Leave of Absence, Testing Protocol

School Policies

Important Information – Please read

Training Culture: We’ve established rules and traditions to promote a training culture consisting of a positive attitude, respect, hard work ethic, and discipline. We want our students to learn the proper training culture while still being able to enjoy class. All students will learn the training culture in time. Please don’t be discouraged if you don’t understand all of our rules and traditions or your child doesn’t behave like a Black Belt right away.

Tae Kwon Do Belt Testing: If your child is testing for their next rank in Tae Kwon Do they will receive a form the week of the test that must be returned to the school by due date listed, typically the Friday before the belt test. The students who are testing is determined by the instructors by a pre-test. During this pretest they are asked to demonstrate all requirements listed on the Requirement Sheet (referenced on front and can be downloaded from our site). Please do not ask to test. If you have questions ask to meet with the instructors. Fees can be found on sheets.

Arnis Belt Testing: Arnis is different than tae kwon do because the student determines if they are ready to test. Monthly or every other month we hold Saturday seminars where the students have dedicated time to learn and practice Arnis and is immediately followed by a belt test. You should expect to attend the seminars in order to progress at higher levels. Please note that student must obtain their Arnis belt for each color before they can progress with their tae kwon do belt. For example if you have a yellow or advanced yellow belt you MUST test and earn your ARNIS YELLOW before you can test for your Tae Kwon Do Green. This process becomes clearer as time goes on. Fees can be found on sheets.

Leave of Absence “LOA”: TMA does not prorate leaves less that 1 month. TMA will allow each student 1 LOA each year for 1 month. LOA holds your spot in class at a reduced fee per child. LOA form is at front desk and must be turned in and approved prior to leave. If you leave TMA without a LOA you will need to pay the registration fee again. (Uniform included in registration fee for new students only). LOA must be 1 consecutive month.

Payment Policies: Tuition is calculated on 12 equal monthly payments. Auto-payment is required and will draft on the 1st of each month. Your payment reserves the spot for the month; if a child takes 1 class during a month full months tuition is required. No prorating for missed classes. We need at least a 2 week notice when cancelling so that we are able to pull a student from our waitlist.

Trinity Office Staff:	Student 1 Program & Time			
	Student 2 Program & Time			
	Data Entered iPad	EFT copy/give immediately	Email Entered	Interview