



Protofactor, Inc
40685 California Oaks Rd Suite G
Murrieta, CA 92562

www.protofactor.biz

Student Information

Name: _____

Address: _____

Primary Phone #: _____

Email address (please print clearly): _____

If under 18, please fill out the Parent/Guardian Information below.

☐ I am over the age of 18

Parent/Guardian

Parent/Guardian Name 1: _____ Relation to Student: _____

Address: _____

Primary phone #: _____

Email address (please print clearly):

Parent/Guardian Name 2: _____ Relation to Student: _____

Address: _____

Primary phone #: _____

Email address (please print clearly): _____

Emergency Contact

Name: _____ Relation to Student: _____

Address: _____

Primary Phone #: _____

Email address (please print clearly): _____



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Media Release Form

Dear Protofactor, Inc Student:

From time to time we will take pictures or video to use for our website, for promotion or advertising purposes. Please let us know if you authorize us to use your picture or any of the following:

I am OK with:

I grant Protofactor, Inc the right to use the following

Photo ☐ Video or Audio Recording ☐ Name ☐ Testimonial/quote ☐

Progress/work in the class ☐

Signature: _____ Date: _____

(Parent/Guardian please sign if student is under 18)

Print Name: _____

I do not wish to have my information (or my child's) released: ☐



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Learning Center Guidelines

We would like to keep a respectful, creative and friendly environment conducive to learning. To do so, please help us by following these guidelines.

Payments: Please be advised that no instruction will be given unless accounts are current. Please contact Protofactor, Inc if you are unsure about your account balance. You can pay for classes online or come in to the office to sign up.

If a student has a coupon, we will be able to process it after the class is paid via a partial refund.

Missed Classes/Workshop: You have 24 hours to cancel your class and be refunded. If a student misses a class, he/she will not receive a refund. However, he/she may contact Protofactor, Inc within 48 hours to reschedule for another time. There will be no refund and no ability to reschedule if Protofactor, Inc is not contacted within those 48 hours.

Courtesy to Peers: Please be respectful of your instructors and other students. We reserve the right to refuse to provide our services to any student who does not respect the instructor, other students or materials.

Protofactor, Inc Materials/Internet Usage: All materials are property of Protofactor, Inc. Students are provided a work station with all the necessary software installed. Please treat the property respectfully and with care.

Students may access the internet for references or class related topics, any other use is prohibited. Students are not allowed to install or download any unapproved files (software, files, etc.).

Students may be able to plug the following to their workstation:

- Headphones (for work related sound effects and ambiances)
- USB Key (to save work only)
- Portable hard drive (to save work only)



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_____ **Under 18 Pick Up Policy:** If the student is under 18, we ask for your cooperation in escorting your child to and from the facility for safety reasons. Students must be picked up by a designated parent/guardian within 15 minutes upon completion of their session.

- ☐ **Permission to Leave Unescorted:** Under the consent of the parents, some older students may be able to leave unescorted. **Check this box if you permit your child to leave unescorted.**

Signature: _____ Date: _____

(Parent or Guardian)