

ADVANCE REGISTRATION FORM

For Current Students Only · September 2017 – June 2018 School Year

Form Due: Saturday, June 10th, 2017

Students who do not sign up through the Advance Registration process will forfeit their lesson, day, time and teacher.

****LESSON INFORMATION****

(One Form Per Student - Please Print Clearly)

Student Name: _____

Parent Email: _____

Please **KEEP** our student's Current Day, Time and Lesson Length & Teacher

Teacher Name _____

I would like to request a **CHANGE** to my student's **:

New Teacher: _____ New Lesson Length: _____

New Time: _____ New Day: _____

*** We make every effort to honor change requests but there is no guarantee. The office will contact you between mid-June and early-July to discuss openings. Your current lesson day, time and teacher will be saved until you agree to the changes.*

****POLICY AGREEMENT****

I accept the terms and conditions as outlined in The Conservatory's student policies listed on page 3 of this form and on The Conservatory's webpage, which includes the make-up policy and the 5 lesson withdraw penalty.

Signature: _____ Date: _____

****PHOTO RELEASE AGREEMENT****

I give permission for my student's photo to be used on social media, print and other forms of media to promote The Conservatory. YES NO

I give permission for my student's name to be used with each photo. YES NO

Signature: _____ Date: _____

****YEARLY TUITION FEES****

The below fees do not include any discounts or processing fees and are based on the maximum number of weeks provided through the school year, September 2017 – June 2018.

\$34.50 per 30 Minute Lesson x 38 lessons = \$1,311.00 \$31.50 per 30 Minute Music Therapy x 38 weeks = \$1,197.00
\$51.75 per 45 Minute Lesson x 38 lessons = \$1,966.50 \$47.25 per 45 Minute Music Therapy x 38 weeks = \$1,795.50
\$69.00 per 60 Minute Lesson x 38 lessons = \$2,622.00

****PAYMENT OPTIONS****

Please initial your choice:

Option 1: Pay In Full & Receive A 5% Discount *(No other discounts apply.)*

Option 2: Deferred In-Full Payment & 5% Discount *(No other discounts apply.)*

Pay a deposit now & the balance will be automatically charged on August 21st, 2017. The deposit is 1/12th of the yearly tuition. The lesson confirmation will be emailed including your remaining balance.

Option 3: Monthly Payment Plan

The payment plan takes the yearly tuition and divides it into monthly installments. Credits and discounts will be applied before the payment plan is finalized. The deposit is 1/12th of the yearly tuition.

The scheduled payment plan for the September 2017 – June 2018 school year is as follows:

#1 Deposit	#4 September 20 th	#7 December 20 th	#10 March 20 th
#2 July 20 th	#5 October 20 th	#8 January 20 th	#11 April 20 th
#3 August 21 st	#6 November 20 th	#9 February 20 th	#12 May 21 st

****MAKE A DIFFERENCE****

Be an Inspiration! As a 501 c 3 nonprofit we rely on the generosity of people like you to help ensure that we can make a difference in our neighbors lives. When you donate, you help us to fulfill our mission of providing quality music, art and therapy to all ages regardless of ability or circumstance. Your gift is tax-deductible and will ensure that our neighbors are not denied access to the arts.

Yes, I want to be an Inspiration! Please add \$_____ donation to my monthly payments.

Yes, I want to be an Inspiration! Please add \$_____ as a one-time donation.

****PAYMENT INFORMATION****

I will be paying by check for the above payment option. I understand a confirmation/invoice will be emailed to me.

I will be paying by credit card. Please find the below credit card information for the above selected payment option:

I authorize that the below card will be charged according to the payment option selected above. I am aware that a 2.75% processing fee will be added.

Signature: _____

Discover, Mastercard, Visa or AMEX #: _____

Exp. Date: _____

Security Code# _____

CONSERVATORY POLICIES

Enrollment & Tuition Payment

The Conservatory has a 35/36/37/38-week School Year (September – June) & a 6/7-week Summer term. Registration is required for each term. Payment is due in full at the time of registration unless a monthly payment plan was arranged. There is no payment plan for the summer term. The Conservatory accepts MasterCard, VISA, Discover, AMEX, checks, money orders, and cash. *Private lesson students may have their registration prorated up to 4 weeks. Student who choose to do this are eligible for only 1 make-up lesson for the year.*

Tuition Discounts

Only one (1) qualifying discount per student:

- 5% for 2nd, 3rd, or 4th family member living in the same household
- 5% for student taking 2 or more instruments in same year
- 5% for military family
- 10% for seniors 60+
- No discount on shared lessons, group classes, camps or workshops.

Financial Assistance

Tuition assistance is available for those who qualify. Only one (1) Tuition Assistance per student per term. Applicants must complete our form in full and submit the required documentation each year.

Advance Registration

Advance Registration is encouraged and open to all current students. Forms will be e-mailed and will be posted on the website. Completed forms should be turned into the Registrar to reserve the student lesson time for the following school year. For students who choose not to participate in Advanced Registration, enrollment will be first come-first served. There is no Advance Registration for the Summer. Lesson times are first come-first served.

Student Attendance for Private Lessons

In the event of a student absence, please notify your teacher by contacting The Conservatory at 215-340-7979. In some cases by permission of the faculty member parents can contact the teacher directly.

Make-ups are granted based on enrollment and that ample notice was given to The Conservatory or to the faculty member:

Private lesson students enrolled September – June:

- Are eligible for 2 make-up lessons for the year

Private lesson students who enroll after January 1st:

- Are eligible for only 1 make-up lesson for the remaining school year

Private lesson students who enroll for the summer term:

- Are eligible for only 1 make-up lesson

Students are not entitled to more than the above stated make-up lessons. Please do not ask your teacher or the office to make exceptions to this policy. A student absence does not exempt the student from any monthly payment. Any additional adjustments to your account will be done at the end of the year. There will be no mid-year adjustments. If The Conservatory/faculty member does not receive notification of an absence or the student is a no-show, then the student is considered unexcused and no make-up lesson will be given. Because scheduling a lesson has a direct impact on many others, it is important that students attend all lessons at the assigned times. This is in respect for our faculty, who set aside a specific time for each student. This time is *reserved*. The teacher cannot give the time away to someone else or fill it again – thus she/he does not have the opportunity to make up the lost income. Though many students and families are consistent and reliable about attendance, some are not; this policy is a way to support our talented faculty.

Scheduling Student Make-ups

Make-up lessons are scheduled by your teacher at the mutual convenience of the student and teacher. There are designated weeks during the school year to accommodate make-up lessons. If you cancel your make-up lesson, it is then forfeited. There are no make-ups for group classes or shared lessons when it is a student absence.

Student Lateness

Teachers are not obligated to wait more than 15 minutes after the start of a lesson for tardy students. Lost time due to tardiness will not be made up. Teachers are required to end the lesson at its designated time. Students arriving after 15 minutes, forfeit that lesson.

Teacher Absence

If your teacher cancels a lesson or a group class, a make-up may be scheduled at a mutual convenient time or credit/refund will be given to your account at the end of the year. There will be no adjustments mid-year.

Withdrawals

To withdraw from a lesson or class, please contact the Registrar as soon as possible before the actual withdrawal date. For private lessons, a 5 Lesson Withdrawal Penalty will be processed, even if the family is on a monthly payment plan. Refunds or credits will be processed after the penalty is accounted for. There are no refunds for group classes.

Approved Facilities

All instructors working at the Conservatory will conduct lessons, classes and workshops for Conservatory students at the Conservatory and Conservatory approved facilities only; no exceptions. We ask that students and parents do not ask faculty to make special arrangements for lessons off-site or in either the student's or faculty member's home.

Student Dismissals

A student may be dismissed with no refund of tuition for the following reasons:

- Five (5) consecutive absences
- Disciplinary problems
- Failure to make prompt monthly payments

Insufficient Group Class Enrollment/Cancellation

If any class has insufficient enrollment, The Conservatory reserves the right to cancel the course or to offer the class with an adjusted time frame and/or number of class meetings. If a class is cancelled, refunds will be issued within 10 to 15 business days.

Child Safety

To ensure your child's safety, please pick him/her up promptly after class/lesson time. The Conservatory faculty and staff do not supervise children waiting in The Conservatory's hallways or lobby before and /or after classes/lessons. Children are under supervision during their instruction time only. Neither instructors nor administrators are responsible for supervising children outside of teaching time.

Photo and Recording Policy

The Conservatory reserves the right, and may give permission to appropriate staff or outside media, to photograph and record (video or audio) classes, programs, and participants at all our facilities, events and properties. Please be aware that these photos or recordings are for promotional purposes and may be used in future print or electronic publications and media communications. By participating in The Conservatory's programs, you consent to the video or audio recording or taking of photographs for these purposes.

Weather Concerns

Parents and students can see if the Conservatory is closed by listening to KYW 1060 (our number is 1378) and by watching channel Fox 29 and NBC 10. Information on whether or not The Conservatory is open will be recorded on the main phone greeting and notices sent by email. Please be aware that if The Conservatory loses power the phone system will not be operational.

The Conservatory reserves the right to change these policies at any time. Notice is not required for a new policy to take effect; however, The Conservatory will make every effort to notify the school's community of all changes.

(August 2016)