

ADVANCE REGISTRATION FORM

June 4th – June 16th

For Current Students Only · September 2018 – June 2019 School Year

Form Due: Saturday, June 16th, 2018

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: _____

My address has not changed. My new address is _____

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

Teacher Name _____ Time _____

Day: MON TUE WED THU FRI SAT Length: 30MIN 45MIN 60MIN

I would like to request a **CHANGE**:

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 end of July to discuss availability. "No Change" registrations will be handled first. Change requests are handled in the order that they are received. 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, including the 5 lesson withdraw notice and fee.

Signature: _____ Date: _____

I understand and accept The Conservatory's policy regarding make-up lessons found in the student policies listed on page 3. My student is only eligible for (2) missed lessons for the year. No make-ups, refunds or credits will be issued for any additional missed lesson.

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:

\$35.50 per 30 Minute Lesson x 38 lessons = \$1,349.00 \$32.50 per 30 Minute Music Therapy x 38 weeks = \$1,235.00
\$53.25 per 45 Minute Lesson x 38 lessons = \$2,023.50 \$48.75 per 45 Minute Music Therapy x 38 weeks = \$1,852.50
\$71.00 per 60 Minute Lesson x 38 lessons = \$2,698.00 \$65.00 per 60 Minute Music Therapy x 38 weeks = \$2,470.00

****REGISTRATION FEE****

Each student will be assessed an annual registration fee of \$25.00 for the 1st and 2nd enrollments per family. The 3rd or more enrollments have no fee. The Conservatory's year includes the 2018-2019 school year (September – June) and the summer of 2019. Registration fees are nonrefundable.

****PAYMENT OPTIONS****

Please initial your choice:

Option 1: Pay In Full & Receive A 5% Discount - Only applies during the period of June 4th – June 16th. No other discounts apply.

Option 2: Deferred In Full Payment & Receive A 5% Discount – Pay a June deposit & the balance will be automatically charged on August 20th. The deposit is 1/12th of the yearly tuition. The lesson confirmation will be emailed including your remaining balance. No other discounts apply.

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 scheduled payment plan for the year is as follows:

#1 June 20 th	#4 September 20 th	#7 December 20 th	#10 March 20 th
#2 July 20 th	#5 October 19 th	#8 January 18 th	#11 April 18 th
#3 August 20 th	#6 November 20 th	#9 February 20 th	#12 May 20 th

**Confirmation emails will be sent once enrollments and payment plans have been established.*

****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 arts education to all regardless of age, ability or circumstance. Your gift is tax-deductible and will ensure that our neighbors are not denied access to the arts. All donors are acknowledged on our lobby donor board.

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

****PAYMENT INFORMATION****

I will be paying by check for the above payment option. Please initial here _____

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. (Processing fees are nonrefundable.)

Signature: _____

Discover, Mastercard, Visa or AMEX #: _____

Exp. Date: _____

Security Code# _____

CONSERVATORY STUDENT POLICIES

Open Enrollment Registration

The Conservatory can have up to 38 weeks in the School Year (September – June) & a 6/7-week Summer term. Registration is required for each term. Students registering for study at the Conservatory will be charged for the full academic year if they are beginning lessons as of early September. Students starting lessons later than the start of the school year will be pro-rated for the remainder of the year and the student will receive a bill for the pro-rated number of lessons. Private summer lessons can also be pro-rated. Students who commit to less than five lessons are not eligible for makeup lessons.

Annual Registration Fee

Each student will be assessed an annual registration fee of \$25.00 for the 1st and 2nd enrollments per family. The 3rd or more enrollments have no fee. The Conservatory's year includes the school year from September – June and the summer months of July/August. Registration fees are nonrefundable.

Payment Policy and Schedule

Payment is due in full at the time of registration unless a monthly payment plan has been arranged. There is no payment plan for the summer term. Summer payments are paid in full at the time of registration. The Conservatory accepts MasterCard, VISA, Discover, AMEX and checks.

The monthly payment plan is based on the total amount of tuition and fees for the year and divided equally into payments. Late monthly payments are subject to a \$25.00 late fee. Families who do not make their monthly payments or who have not paid in full by the due date may not be able to continue their lessons at the Conservatory. Returned checks are subject to a \$25.00 processing fee.

Advance Registration

Advance Registration is encouraged and open to all current students in the month of June. Forms will be e-mailed, posted on the website and available for pickup at the front desk. Completed forms must be turned into the front desk by the due date to reserve the student lesson time for the following school year. Students who choose not to participate in Advanced Registration will forfeit their current teacher, day and time and the space will be open to new students.

Advance Registration also allows current students to request a change in teacher, time, day and instrument. The Conservatory makes every effort to honor change requests but there is no guarantee. The office will contact families between mid-June and late July to discuss availability. The student's current lesson, day, time and teacher will be held until the new change is agreed to.

***There is NO Advance Registration for the Summer. Lesson times are first come-first served.

Private Lesson Tuition Discounts

Only one (1) qualifying discount per student:

- 5% for Advance Registration
- 5% for 2nd, 3rd + family member living in the same household
- 5% for 2nd, 3rd + instruments per student in the same year
- 5% for military family
- 10% for seniors 60+

Financial Assistance

Tuition assistance is available to families who qualify. Tuition assistance is determined on a sliding scale that considers family financial resources, the number of dependent children and the number of family members studying at The Conservatory. Only one (1) Tuition Assistance per student per term. Applicants must complete our form in full and submit the required documentation each year. Recipients must maintain reasonable progress and attendance and keep all payments current. Please ask for a form.

Missed Private Lessons and Make-up Policy

Regular attendance at lessons is expected. Whenever possible, the student must notify The Conservatory at 215-340-7979 in advance of any absences.

Make-ups are granted based on enrollment:

- Private lesson students enrolled September – June are eligible for 2 make-up lessons for the year
- Private lesson students who enroll after February 1st are eligible for only 1 make-up lesson for the remaining school year

Since the teacher has already reserved a weekly teaching time for each student, the teacher is not required to make-up missed lessons that go beyond the stated policy above for any reason, including illness, school concerts, birthday parties, vacation, schedule conflict, etc. Students are not entitled to more than the above stated make-up policy. 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.

The Conservatory school year calendar includes a variety of opportunities for make-up days. If a student is not able to attend a make-up lesson on these days or on any other two make-up days offered by the instructor, then the student will forfeit the make-up lesson. Families who do not respond to a teachers offered make-up lesson time also forfeit the lesson. Credits or

refunds will not be issued for make-up lessons refused by the family. In addition, a credit is not available for make-up lessons that are agreed-upon and then missed by the student.

Please note that students should not attend lessons if they are ill or contagious. Teachers have the right to send students home if they determine that the student is ill. A make-up will not be offered to the student.

If a teacher cancels a lesson or if the Conservatory closes for an unexpected reason, a make-up lesson will be offered.

Exceptions to these policies will be made only in rare cases of extended illness or other emergency situations and will be reviewed on a case-by-case basis.

Private lesson students who enroll for the summer term are eligible for only 1 make-up lesson if the student is enrolled for 5 - 6 weeks. No make-up is offered for students who are enrolled in less than 5 weeks.

Additional Lessons

Students may add extra lessons during the academic year. Scheduling the additional lesson is handled by the teacher directly. However, payment must be made at the front desk before the lesson occurs so that a payment confirmation can be sent to the teacher.

Change Requests

For private lesson students who request to change instructors after the school year begins there is a 2 lesson notice.

The Conservatory is happy to honor change requests anytime during the year for a teacher, day, time, and instrument based on availability. If The Conservatory cannot accommodate the requested change, the student may choose to continue the original course of study or withdraw according to the guidelines in the withdraw policy.

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.

Private Lesson Withdrawal

All withdraws must be submitted in writing (by mail or email) to the front desk. Non-attendance or verbal withdrawal to a faculty or staff member is not an official withdrawal notice.

A 5 Lesson Withdrawal Fee will be processed, at the time of notice even if the family is on a monthly payment plan. Refunds or credits will be processed after the fee is accounted for. School credits are valid for 12 months from date issued.

If you withdraw before the teacher has a chance to give a make-up lesson, then that lesson is then forfeited. No credit or refund will be given for missed lessons if the student withdraws before the teacher has had a chance to make up the lesson.

Discontinuance Policy

The Conservatory reserves the right to discontinue any student whose work or behavior is unsatisfactory; this includes frequent absences, tardiness, behavioral problems, lack of progress, or failure to abide by Conservatory policies. Students may also be discontinued if payment is past due. In such cases, a student will be responsible for all lessons scheduled prior to the date the lessons are discontinued by The Conservatory.

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

Class/Camp/Workshop Make-up and Refund Policy

There are no make-ups for group classes or camps when it is a student absence. The Conservatory reserves the right to cancel classes/camps with insufficient enrollment. In the event that the Conservatory cancels the class/camp, a full refund will be issued.

The Conservatory's Executive Director will determine your eligibility for a refund or school credit as follows:

- At least 2 weeks' notice prior to the start of class/camp: full tuition refund minus the registration fee.
- 1 week notice prior to the start of class/camp: 50% refund minus the registration fee
- Once a program has begun there are no refunds

Approved Facilities

All instructors working at the Conservatory will conduct lessons, classes, camps 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.

Waiting Room Areas

The waiting areas are provided for your enjoyment, but quiet needs to be maintained in these areas so as not to disturb ongoing lessons. We also kindly ask that:

- Devices with sound be kept turned off or used with headphones
- Phone calls should be taken outside

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. We also highly encourage waiting students to wait inside the building.

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 checking our website and Facebook pages. An email will also be sent and our main phone greeting will also be updated. 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.

(June 2018)