

# THE BRONX CONSERVATORY OF MUSIC

## 2018/2019 REGISTRATION APPLICATION (PLEASE PRINT)

Date: \_\_\_\_\_ Home: \_\_\_\_\_  
 Parent/Billing Name: \_\_\_\_\_ Work: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 City, ST Zip: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Student Name: (Please print clearly)</b> 1) _____ Date of birth: _____ School: _____ Race/Ethnicity: <input type="checkbox"/> White, non-Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Black, non-Hispanic <input type="checkbox"/> Other <input type="checkbox"/> Hispanic Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Status: <input type="checkbox"/> New <input type="checkbox"/> Continuing Campus: <input type="checkbox"/> BCC <input type="checkbox"/> Holy Rosary Private Lessons: <input type="checkbox"/> 30 min. <input type="checkbox"/> 60 min. Time Pref: 1. _____ 2. _____ 3. _____ Instrument: _____ Group Instruction: (Saturdays Only)      Time <input type="checkbox"/> Percussion Ensemble      10am-10:55am <input type="checkbox"/> Music Theory/perc I - Beginner      11am-12pm <input type="checkbox"/> Music Theory/perc II - Intermediate      12pm-1:00pm <input type="checkbox"/> Music Theory III - Advanced      12pm-12:30pm <input type="checkbox"/> Music Theory IV- Advanced      12pm – 12:30pm <input type="checkbox"/> Music Theory/perc I - Beginner      1pm-2:00pm	<b>Student Name: (Please print clearly)</b> 2) _____ Date of birth: _____ School: _____ Race/Ethnicity: <input type="checkbox"/> White, non-Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Black, non-Hispanic <input type="checkbox"/> Other <input type="checkbox"/> Hispanic Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Semester: <input type="checkbox"/> Fall & Spring <input type="checkbox"/> Fall only <input type="checkbox"/> Spring only Status: <input type="checkbox"/> New <input type="checkbox"/> Continuing Campus: <input type="checkbox"/> BCC <input type="checkbox"/> Holy Rosary Private Lessons: <input type="checkbox"/> 30 min. <input type="checkbox"/> 60 min. Time Pref: 1. _____ 2. _____ 3. _____ Instrument: _____ Group Instruction: (Saturdays Only)      Time <input type="checkbox"/> Percussion Ensemble      10am-10:55am <input type="checkbox"/> Music Theory/perc I - Beginner      11am-12pm <input type="checkbox"/> Music Theory/perc II - Intermediate      12pm-1:00pm <input type="checkbox"/> Music Theory III - Advanced      12pm-12:30pm <input type="checkbox"/> Music Theory IV- Advanced      12pm – 12:30pm <input type="checkbox"/> Music Theory/perc I - Beginner      1pm-2:00pm
Theory/percussion classes are free to registered students	

<i>For office use only:</i>		
Campus: _____	Campus: _____	Checklist:
Teacher: _____	Teacher: _____	<input type="checkbox"/> Contact info and date
Time: _____	Time: _____	<input type="checkbox"/> Student/demographic data
Classes: # _____	Classes: # _____	<input type="checkbox"/> Status/Campus
Indiv: \$ _____	Indiv: \$ _____	<input type="checkbox"/> Private/Instrument/Group
Group: \$ _____	Group: \$ _____	<input type="checkbox"/> Teacher/Time/Classes
Total: \$ _____	Total: \$ _____	<input type="checkbox"/> Terms/Signature
Notes:		Total Tuition: _____ Registration Fee: _____ Installment Fee: _____ Other Fees/(Credits): _____ <b>TOTAL DUE:</b> _____ Check ( <input type="checkbox"/> ), Cash ( <input type="checkbox"/> ), CC/DC ( <input type="checkbox"/> ): _____ Balance Due: _____

# Terms of Enrollment and Payment Policy 2018/2019

## 1. Registration Fee

A non-refundable \$30 registration fee per student is payable upon enrollment. **The registration fee applies for each student at the start of each semester.**

## 2. Tuition and Payment Terms

Payment of tuition for the 15-week term is due in full at registration. Tuition can be paid by personal check, money order, cash, major credit card, or Paypal. Tuition is pro-rated for registrations that occur after the start of the semester. The Bronx Conservatory of Music reserves the right to cancel any class due to insufficient enrollment. In such cases, tuition for the cancelled class will be refunded in full.

A deferred payment plan is offered in which the fees and 50% of tuition are due on the first week of each semester and the remaining tuition is due by the 7<sup>th</sup> week. If the remaining tuition balance is not paid by the 7<sup>th</sup> week, students may not be able to continue lessons unless the balance is cleared. There is a \$15 installment fee for this service per registration.

## 3. Returned Check Fee

If a check is returned due to insufficient funds, subsequent payment is required by cash, money order, or certified check. There is a \$15 fee for all returned checks.

## 4. Missed and Cancelled Classes

Make-up lessons will be offered for any lesson missed by the teacher or cancelled by the school. In the event make-up lessons cannot be rescheduled, credits/refunds will be applied. Parents and students are responsible for all other missed classes. Teachers are not required to make up lessons that are missed or cancelled by students. If students miss three or more lessons in a row without notification to the Conservatory, the time slot may be rescheduled with another student.

## 5. Withdrawal and Discontinuance

A written request for withdrawal must be submitted to be eligible for a refund. There will be a refund of 50% of the semester's unused tuition if withdrawal occurs within the first four weeks. A 25% refund will be applied for withdrawals in the fifth through 7<sup>th</sup> weeks. No refund is granted after seven weeks. A \$25 withdrawal fee will be deducted from any refunds due. **The Conservatory reserves the right to discontinue any student whose behavior is unsatisfactory; this includes frequent absences (two or more consecutive absences without notice), tardiness, disruptive behavior, or failure to observe the authority of teachers or administrators.** In such cases, tuition for remaining weeks will be assessed according to the withdrawal policy as of the date lessons are discontinued by the Conservatory.

## 6. Instrument and Student Material Policy

Students are required to purchase instruments and materials necessary for study by the second week of enrollment at the Bronx Conservatory of Music. Failure to purchase instruments and materials may result in disqualification from study at the Conservatory. Teachers will notify the Executive Director of failure to meet these requirements and the Executive Director will discuss with the students/parents the steps necessary to continue study. For information about where to rent or purchase instruments, please see the Instrument Rental/Purchase Information Sheet.

## 7. Release of Liability

As the legal parent, guardian, or adult student, I release, indemnify and hold harmless Bronx Conservatory of Music, Inc. its member(s)/owner(s), managers, employees, contractors and agents ("Bronx Conservatory of Music Parties") from and against any and all liability, claims, demands and causes of action whatsoever, arising out of or related to any loss, damage, or injury, that may be sustained by the student and/or the undersigned, while in or upon the premises or any premises under the control and supervision of any of the Bronx Conservatory of Music Parties in route to or from any said premises.

## Agreement

I have read the policies above and agree to abide by them.

\_\_\_\_\_  
Signature of Parent/Guardian/Adult Student

\_\_\_\_\_  
Date

## Media Release

I, on behalf of myself as parent, legal guardian, or adult student and on behalf of the minor(s) named above, grant to The Bronx Conservatory of Music, Inc. its licensees, assignees and successors the right to reproduce, manufacture, sell, distribute and exhibit photographs and/or likeness of the minor(s) to advertise its activities and programs as it shall determine on printed advertisements and publicity material of all types including, without limitation, flyers, posters, brochures, press releases and press kits, videos, broadcasts, and the internet.

\_\_\_\_\_  
Signature of Parent/Guardian/Adult Student

\_\_\_\_\_  
Date