

THE BRONX CONSERVATORY OF MUSIC

2017/2018 REGISTRATION APPLICATION (PLEASE PRINT)

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

Student Name: (Please print clearly) 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 I - Beginner 12pm-1:00pm <input type="checkbox"/> Music Theory II - Intermediate 12pm-12:30pm <input type="checkbox"/> Music Theory III/IV- Advanced 12pm – 12:30pm <input type="checkbox"/> Music Theory/perc II - Intermediate 1pm-2:00pm	Student Name: (Please print clearly) 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 I - Beginner 12pm-1:00pm <input type="checkbox"/> Music Theory II - Intermediate 12pm-12:30pm <input type="checkbox"/> Music Theory III/IV- Advanced 12pm – 12:30pm <input type="checkbox"/> Music Theory/perc II - Intermediate 1pm-2:00pm
Theory/percussion classes are free to registered students	Theory/percussion classes are free to registered students

For office use only:

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): _____

TOTAL DUE: _____

Check (), Cash (), CC/DC (): _____

Balance Due: _____

Terms of Enrollment and Payment Policy 2016/2017

1. Registration Fee

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

2. Pre-Registration

Continuing students may pre-register by paying the \$30 registration fee and the first two weeks' tuition. The balance of the Fall tuition is due one week prior to the first scheduled class in September.

3. Tuition and Payment Terms

Payment of tuition for the 15-week term is due in full at registration. Deferred payments are offered, and they are due in the 1st and 7th weeks of each semester. There is a \$15 installment fee for this service per 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. If the remaining tuition balance is not paid by the 7th week, students may not be able to continue lessons unless the balance is cleared. 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.

4. 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.

5. 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.

6. 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 tuition if withdrawal occurs within the first four weeks. A 25% refund will be applied for withdrawals in the fifth through 7th 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.

7. 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.

Agreement

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

Signature of Parent/Guardian

Date

Release

I, on behalf of myself as parent or legal guardian, and on behalf of the minor(s) named above, grant to you, your licensees, assignees and successors the right to reproduce, manufacture, sell, distribute and exhibit photographs and/or likeness of the minor(s) to advertise The Bronx Conservatory of Music and/or its activities and programs as you shall determine on printed advertisements and publicity material of all types including, without limitation, flyers, posters, brochures, press releases and press kits. In addition, you shall have the right to reproduce and exhibit likenesses and photographs of the minor on the Internet for the foregoing purposes.

Signature of Parent/Guardian

Date