

# POWERS MUSIC SCHOOL REGISTRATION FORM 2009-2010

• One form per student

• Appropriate payment must accompany this registration form in order to be processed.

## STUDENT INFORMATION

Student: \_\_\_\_\_  M  F DOB: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent/Adult  Mr.  Mrs.  Ms.  Dr.: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Parent/Adult  Mr.  Mrs.  Ms.  Dr.: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Primary E-mail: \_\_\_\_\_

In case of lesson/class cancellation, please call me at:  Home  #1 Work  #1 Cell  #2 Work  #2 Cell

## PROGRAM INFORMATION

Program Type	Instrument	Lesson Length	Scheduling	Tuition
Private Lesson 1st Instrument		<input type="checkbox"/> 30 <input type="checkbox"/> 45 <input type="checkbox"/> 60	Preferred Days/Times:	
Private Lesson 2nd Instrument		<input type="checkbox"/> 30 <input type="checkbox"/> 45 <input type="checkbox"/> 60	Preferred Days/Times:	
Suzuki Private Lesson w/Group		<input type="checkbox"/> 30 <input type="checkbox"/> 45 <input type="checkbox"/> 60	Preferred Days/Times:	
Suzuki Adult Lesson		<input type="checkbox"/> 30 <input type="checkbox"/> 45 <input type="checkbox"/> 60	Preferred Days/Times:	
Program Name			Day/Time	
Ensemble		Dependent on Ensemble	<input type="checkbox"/> Chamber Music <input type="checkbox"/> Jazz <input type="checkbox"/> Rock	
Group Class				

## PAYMENT INFORMATION

<input type="checkbox"/> Check #: _____ Amount \$: _____	Total Tuition Cost from above column	\$
Please charge my <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover Card #: _____ Exp. Date: _____	- Discount (if applicable)	\$
Name as it appears on card: _____	Add: Registration Fee (\$30 per student /\$75 per family)	\$
By providing a credit card number, you are authorizing Powers Music School to charge any remaining balance at time due.	Add: Payment Plan Fee (\$30 per year if applicable)	\$
Check here if you would like: <input type="checkbox"/> financial aid application <input type="checkbox"/> payment plan <input type="checkbox"/> to volunteer	<b>TOTAL TUITION</b>	\$
Optional: The following information is requested (not required) by state and federal funding sources (check appropriate box): <input type="checkbox"/> African/African American <input type="checkbox"/> Asian <input type="checkbox"/> Latino <input type="checkbox"/> Native American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other: _____	<b>TOTAL DUE NOW</b>	\$

## SIGNATURE REQUIRED

- My signature indicates that I have read and understand Powers Music School Policies and Procedures and accept responsibility for all charges and fees that may be incurred.
- I allow Powers Music School full use of photographs and videos taken at all school and/or school sponsored functions of the above registered student.

Signature (must be 18 years or older)

Date

Powers Music School does not discriminate on the basis of age, race, color, nationality, sex, ethnic origin or religious belief in its admissions, financial aid, scholarship and other educational policies.

**Return this form to: Powers Music School, P.O. Box 398, Belmont, MA 02478 • Phone: (617) 484-4696 Fax: (617) 489-7353**

# POLICIES AND PROCEDURES 2009–2010

## ADMISSION PROCEDURES

- Returning students receive special consideration if they register by June 30, 2009.
- New students and their parents are encouraged to schedule a telephone consultation with the School's Executive and Artistic Director after meeting with the School's Registrar as part of the registration process. These consultations are provided at no charge and help ensure the appropriate placement, scheduling and orientation to the program, as well as provide information on important School policies and procedures.
- Parents interested in the music therapy program will receive an initial telephone consultation followed by an on-site visit with the Chair of the Music Therapy Department. The cost for the 30-minute trial lesson is \$38.50.
- No student may register if any member of his or her family has an outstanding balance.

## PRIVATE LESSON REGISTRATION

- Private lessons are a full school year of 34 weeks, beginning September 2 and running through June 2010. Tuition is for the entire school year of 34 weeks. Fees are pro-rated for private lesson students entering after the start of the school year.
- Register by mail: P.O. Box 398, Belmont, MA 02478; by fax: 617/489-7353; or in person at 396 Concord Avenue, Belmont, MA 02478.
- A \$30 per student/\$75 per family non-refundable annual registration fee is due at the time of registration. Students registering only for summer lessons will be charged a \$15 registration fee.

## PRE-REGISTRATION FOR CURRENT PRIVATE INSTRUCTION STUDENTS

- Continuing students are encouraged to take advantage of the pre-registration period for the following academic year, reserving space with their current instructor.
- Private lesson tuition is paid in two installments. 25% of the first installment payment and the \$30 non-refundable annual registration fee is due at time of pre-registration.
- Remaining balance of first installment is due by August 14, 2009. The second installment is due in full by January 8, 2010.

## PAYMENTS

- Group Classes, Summer Classes and Program: Payment is due in full at time of registration.
- Keys for Kids: Keys for Kids is a full-year tri-semester program consisting of 33 weeks of instruction. First semester tuition is due at time of registration. No refund is available for the first semester. Registration from one semester to another is automatic.
- Private Instruction and Ensembles: Private instruction full year tuition is for 34 lessons (September – June). Ensemble instruction is for 26 weeks. At the time of registration, invoices contain charges for the full school year with payments due in two installments. First installment payment and the \$30 non-refundable annual registration fee are due upon registration and must accompany the signed registration form. The second installment is due in full by January 8, 2010.
- Payment Plans: Payment plans for full year programs are available for a \$30 annual fee. There are six monthly payments due on the 1st day of the month. A credit card must be on file to use a payment plan. A payment plan does not invalidate the obligation to pay for the entire year.

## DISCOUNTS

- Families who have two or more full school year registrations of private instruction will qualify for a discount. The discount is \$25 for each full year of enrollment in private instruction. No partial discounts will be given for students who are registered for less than a full school year. No discounts will be given for group classes or summer programs. A 10% senior discount (60+) is available upon request on all programs. No additional discounts apply.

## DELINQUENT ACCOUNTS

- Powers Music School reserves the right to stop a student's instructional activities if there is an unpaid account balance. Accounts with outstanding balances of over 10 working days will be charged a late payment fee of \$25.

## WITHDRAWAL AND TUITION REFUND POLICY

- To withdraw, the office must be informed by the parent/adult student in writing. Verbal notice is not accepted. Refunds, if applicable, are determined by the date on which the written notice is received in the office, not by the postmark date. Failure to notify the office or to attend classes does not release students from their financial obligation. If a class or summer program is cancelled due to insufficient enrollment, full tuition and registration fee (if applicable) will be refunded. Partial refunds will be considered for prolonged illness or injury.
- Private Instruction: Private instruction students are registered for the full academic year of 34 weeks (September – June). August 3, 2009: Last day to receive a full refund minus the registration fee. December 18, 2009: Last day for fall term students to receive refund for the spring term. No full refunds will apply after that time. Prior to the start of the 4th lesson: full refund of term payment minus the cost of 4 lessons. Withdrawal after the 4th lesson: No refund.
- Group Classes, Ensembles, Summer Classes and Programs: No refund.
- Keys for Kids Program: No refund. However, Keys students may drop from the second and third semesters of the program if the school is notified in writing no later than November 7, 2009. After that date, students are committed for the remainder of the school year.

## SCHEDULING PRIVATE INSTRUCTION

- Private lesson times are scheduled with the Registrar at the mutual convenience of the instructor and the student. Private lesson times are permanent for the full school year unless the instructor has an available opening in his/her schedule.

## MAKE-UP LESSONS

- Private lessons and group classes will be made up for all teacher absences. Snow closure make-ups are limited to one day per academic year.
- Private instruction students are permitted two make-up lessons during the 34-week academic year; one make-up lesson if registered for 17 weeks. No make-up lesson will be given unless a phone call to the School office is received no later than 10:00 am on the day of the lesson.
- There are no student absence make-ups for group or ensemble classes.
- Make-up lessons are given in February, April, and June. Make-up lessons may be scheduled outside of the predetermined make-up times if mutually agreed upon by the instructor and the student's family. Scheduled make up lessons that are missed by the student will not be made up. Students who drop from the School before the end of the year will forfeit any student or snow make-up lessons that the student is owed.
- There are no student make-up lessons for the summer term.

## EMERGENCY/WEATHER CANCELLATION POLICY

- In case of snow or emergency, cancellations will be announced on Powers Music School's voice mail: 617/484-4696 ext. 14. Powers Music School does not call individual students if the School is closed for snow or emergency conditions. School cancellations will also be posted on local TV channels 5 and 7 as well as on the School's web site: [www.powersmusic.org](http://www.powersmusic.org). Powers Music School does not follow the Belmont School System for cancellation decisions.

## INSTRUMENT RENTALS

- The School has a limited number of cellos, violas, violins, and viols to rent by the semester or the year. Short-term rentals of percussion instruments and harpsichord are available. Percussion instruments include: bell lyre, drum set, marimba, piccolo xylophone, snare drum, and timpani. Rental agreements are by separate contract and damage deposits are required. A credit card must be on file. Please inquire for both short and long term rental rates.

**Powers Music School does not discriminate on the basis of age, race, color, nationality, sex, ethnic origin, or religious beliefs in its admissions, financial aid, scholarships, and other educational policies.**