

POWERS MUSIC SCHOOL REGISTRATION FORM 2010-2011

• One form per student

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

STUDENT INFORMATION

Student: _____ M F Date of Birth: _____ School: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Primary E-mail: _____

Parent/Adult Mr. Mrs. Ms. Dr.: _____

Work/ Cell Phone: _____ Occupation: _____

Parent/Adult Mr. Mrs. Ms. Dr.: _____

Work/ Cell Phone: _____ Occupation: _____

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

PROGRAM INFORMATION

FULL YEAR PROGRAMS	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:	
Keys for Kids	Class Name:		Day/Time:	
Ensemble	<input type="checkbox"/> Chamber Music <input type="checkbox"/> Jazz <input type="checkbox"/> Rock			
SEMESTER PROGRAMS	Program Name	Day/Time		Tuition
Group Class				
Summer Program				

PAYMENT INFORMATION

<input type="checkbox"/> Check #: _____ Amount \$: _____	Total Tuition Cost from column above	\$
Please charge my: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover	- Discount (if applicable)	\$
Card #: _____ Exp. Date: _____	Add: Registration Fee (\$30 per student /\$60 per family)	\$
Name as it appears on card: <i>By providing a credit card number, you are authorizing Powers Music School to charge any current balance at time due.</i>	Add: Materials Fee (if applicable)	\$
<input type="checkbox"/> Please enroll me in the Extended Payment Plan (available for Full Year Programs only). My credit card on file will be charged on a monthly basis in accordance with Plan guidelines. A \$30 Payment Plan Fee applies.	Add: Payment Plan Fee (\$30 per year if applicable)	\$
The following information is requested 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:	TOTAL TUITION	\$
	TOTAL DUE NOW	\$

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

POWERS MUSIC SCHOOL POLICIES AND PROCEDURES 2010–2011

ADMISSION PROCEDURES

- Returning students receive special consideration if they register by June 30, 2010.
- 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 \$40.
- 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 7 and continuing through June 2011. Tuition is for the entire school year of 34 weeks. Depending on instructor availability, students may register at any time during the school year. Fees are pro-rated for private lesson students entering after the start of the school year. Private lesson times are permanent for the full school year unless the instructor has an opening in his/her schedule.
- A \$30 per student/\$60 per family non-refundable annual registration fee is due at the time of registration. Students registering for summer lessons only will be charged a \$15 registration fee.
- **New private lesson students only:** New students are registered for an initial trial package of four 30-minute lessons. If the student elects to continue after the trial lesson package, he/she will be registered for the remainder of the school year and the current semester balance will be due.
- Register by mail: Powers Music School, P.O. Box 398, Belmont, MA 02478; by fax: (617) 489-7353; or in person at 396 Concord Avenue, Belmont, MA 02478.

PRE-REGISTRATION FOR CONTINUING PRIVATE INSTRUCTION STUDENTS

- Continuing students are encouraged to take advantage of the pre-registration period for the following academic year to reserve their space with their current instructor.
- At the time of registration, total fall semester tuition is due along with the registration fee, unless the Extended Payment Plan has been selected.

PAYMENTS

- Group Classes, Summer Classes and Programs: Payment is due in full at time of registration.
- Keys for Kids: Keys for Kids is a full year program consisting of 32 weeks of instruction. Fall semester tuition is due at time of registration. No refund is available for the fall semester. Registration from the fall semester to the spring semester 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 fall semester, registration fees and any other applicable fees. Fall semester tuition and the \$30 per student/\$60 family non-refundable annual registration fee are due upon registration unless enrolling in the Extended Payment Plan and must accompany the signed registration form. Spring semester tuition is due in full by January 7, 2011.
- New! Extended Payment Plan for Full Year Programs: Payment plans for full year programs (26 – 34 weeks) are available for a \$30 annual fee. Tuition will be paid in a maximum of ten monthly payments due on the 1st weekday of the month. The Extended Payment Plan is available **only by credit card**. By enrolling in the Plan, you are authorizing Powers Music School to charge the credit card on file for any current balance at the time due. Payment dates are: May/June (pre-registration), August 2, September 1, October 1, November 1, December 1, January 3, February 1, March 1, and April 1. This 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. Private lesson discounts will be applied to the spring semester tuition invoice. No discounts will be given for group classes or summer programs. A 10% senior discount (60+) is available upon request on all programs. Multiple discounts may not be combined.

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 ten 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 by 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 school year of 34 weeks (September – June). Last day to receive a full refund for the fall semester tuition is August 2, 2010. Last day to receive a full refund for the spring semester tuition is December 1, 2010. No refunds apply after the outlined dates. Failure to notify the office does not release a student from his/her financial obligation.
- Group Classes, Ensembles, Summer Classes and Programs: No refund.
- Keys for Kids Program: No fall semester refund. Keys students may drop from the spring semester of the program if the school is notified in writing no later than November 5, 2010. After that date, students are committed for the remainder of the school year.

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 school year.
- Private instruction students are permitted up to two make-up lessons during the 34-week school year; one make-up lesson if registered for at least 17 weeks. A make-up lesson will be given if a minimum of 24 hours notice is given to the School's Registrar. If a student/parent provides the Registrar with less than 24 hours notice, the absence may be considered excused if it is based on illness or injury of the student.
- Make-up lessons are given throughout the year up until July 2, 2011. 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 absence or snow make-up lessons.
- There are no student absence make-ups for group or ensemble classes. 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, as well as on the School's website www.powersmusic.org. The School does not call individual students if the School is closed for snow or emergency conditions. School cancellations will also be posted on the websites of local TV channels 5 and 7. Powers Music School does not follow the Belmont School System for cancellation decisions.