



PRIVATE LESSON PROGRAM
.....more than just music
Registration 2011-2012

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PROGRAM DESCRIPTION - Our music instruction focuses on developing the whole musician. The private teacher gives direction as to the amount and type of participation in the enhancement activities, which include student recitals (four per year), community performances, guest artist presentations, and sister-school exchanges.

OPEN REGISTRATION and COMMITMENT: There are 34 weeks in our full Academic Year: September 12, 2011 to June 2, 2012 (please see our handbook for more details). The academic calendar can be viewed on our website. Through our Open Registration, students can start this program at any time during the year (subject to the availability of teachers). Upon registration, students commit to the program through June 2, 2012.

I. Student Information

Last Name: First Name & MI: Nickname:
Instrument: Date of Birth: / /

(Parent/Guardian Name(s), if student is under 18):

Street Address:

City: State: Zip Code:

Email Address:

Telephone Numbers Home: Cell: Work:

Parent/Guardian Work Address:

II. Area of Study:

30 minute 45 minutes 60 minutes 75 minutes 90 minutes

Drums Piano Voice Guitar Clarinet Flute Violin Viola Cello
Saxophone Oboe Bassoon Trumpet Trombone French Horn Tuba

Please provide three days and/or times your prefer to have your lesson (list in preferred order):

1. 2. 3.

Private Lesson Time & Tuition Rate (includes 50 minute 10 week musicianship classes and all recitals):

30 minutes: \$26.00 45 minutes: \$39 60 minutes: \$52.00 90 minutes: \$78.00

III. Emergency Information: (All information is confidential.) Please tell us about any medical, physical, or other concerns that may affect the applicant's participation in RSM programs. List any allergies and medications being taken and give the name and phone number of up to three emergency contacts in preferred calling order. Attach additional information if necessary.

ALLERGIES/MEDS:

EMERGENCY CONTACT:

Name: _____ Name: _____ Name: _____
Phone: _____ Phone: _____ Phone: _____

IV. Policies and Finance:

TUITION PAYMENT PLANS:

A one-time nonrefundable application fee of \$23 is due at the time of registration for all new students.

- PLAN A: Payment in full.** Full payment is due at the time of registration. A 5% discount applies for Plan A registration received through December 17, 2011 for fall classes and June 2, 2012 for spring classes. Tuition will not be prorated or credited for planned or unplanned missed lessons.
- PLAN B: Monthly payment.** Tuition balance will be paid in equal installments to be received no later than the first business day of each month with credit card, cash, or check. Tuition may be paid online, mailed, slid under the director’s office door, or through our recurring payment system. Monthly tuition will not be prorated or credited for planned or unplanned missed lessons.
Optional: Sign up for recurring payments to ensure that you do not incur a late fee. Fill out our recurring authorization form and we will automatically bill your credit card for your monthly music tuition. All information will remain confidential.

Note: A \$35 fee will be charged for checks or credit cards that are unable to be processed. A \$30 fee will be charged for all late payments.

BILLING METHOD:

Monthly invoices will be mailed/emailed if recurring payment is not preferred. Check the method you prefer.

- Mail monthly invoice.
- Email monthly invoices.
- Recurring payments (*fill out required form*)

Please provide the address you would like monthly invoices to be mailed or emailed:

MISSED LESSON: Teachers are required to make-up lessons when they are absent. Students will be given two make-up lessons for any excused or unexcused absence if a 24-hour notice is given (please see our handbook concerning missed lesson policies). Teachers are not required to make up any other lessons. For inclement weather only, students will be contacted for cancellations.

CANCELLATION: Two-week written notice must be given to the RSM Office for lesson termination. RSM reserves the right to terminate lessons for non-payment of tuition.

DECLARATION: I have indicated my chosen tuition payment plan and billing method on this form. I agree with the contents and policies of this registration form and the 2011-2012 parent/student handbook.

Printed Name: _____ Signature: _____ Date: ____ / ____ / ____
(parent/guardian if student is under 18) (parent/guardian if student is under 18)

For Office Use Only:

	Program	Weekly Rate	Number of Weeks	Discount (Plan A)	Total Tuition Balance	Amount Received (1 st month due at reg.)
1 ST Instr.						
2 nd Instr.						

Plan B = Tuition Balance _____ / Monthly Installments = Installment Payment Amount _____
Payment Months = Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May

Date of First Lesson: _____ 2011-12 RSM Instructor(s): _____
Lesson Day: _____ Lesson Start Time: _____ Lesson End Time: _____