

2009/10 REGISTRATION APPLICATION

Terms of Enrollment and Payment Policy

1. Registration Fee

A non-refundable \$25 registration fee per family is payable upon enrollment. **The registration fee applies for each registration.** Register for the entire year at once, if possible, to avoid multiple registration fees.

2. Pre-Registration

Continuing students may pre-register by paying the \$25 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. (Register for the entire year at once, if possible, to avoid multiple installment fees.) 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 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 classes 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.

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, a student will be responsible for all lessons scheduled prior to the date the lessons are discontinued by the Conservatory.

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