



Kate M. Ransom, *President & CEO*

Office Use Only

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 Check # _____
 Date Received _____ Amount _____
 Order _____ Clerk _____

REGISTRATION FORM 2012-2013

To enroll, please review the Enrollment Policies, complete and sign this form, and submit with a \$75 nonrefundable deposit to the branch at which your classes will be held.
 Wilmington Branch (plus Pike Creek) **Milford Branch** (plus Dover, Felton & Lewes)

STUDENT

Name _____
 Street Address _____
 City _____
 State _____ ZIP _____
 Home Phone _____ Cell Phone _____
 Work Phone _____
 Birth Date _____ Grade in Sept. _____
 School _____

PERSON RESPONSIBLE FOR PAYMENT

Name _____
 Street Address _____
 City _____
 State _____ ZIP _____
 Phone _____
 Email _____

PARENT 1 OR ADULT STUDENT (address & phone same as student)

Name _____
 Cell Phone _____
 Work Phone _____
 Employer _____
 Email _____

PARENT 2 OR ADULT STUDENT SPOUSE (if different than Parent 1)

Name _____
 Street Address _____
 City _____
 State _____ ZIP _____
 Home Phone _____
 Work/Cell Phone _____
 Employer _____
 Email _____

SIBLING (if already enrolled at Music School) _____

PRIVATE LESSONS

Instrument _____ Instructor _____ Suzuki Academy
 Lesson Day: Monday Tuesday Wednesday Thursday Friday Saturday
 Lesson Time _____ Lesson length: 30 minutes 45 minutes 60 minutes

Instrument _____ Instructor _____ Suzuki Academy
 Lesson Day: Monday Tuesday Wednesday Thursday Friday Saturday
 Lesson Time _____ Lesson length: 30 minutes 45 minutes 60 minutes

CLASSES/ENSEMBLES

	Instrument	Day	Time
1. _____			
2. _____			

ADDITIONAL INFORMATION—To help us better serve our community, please answer the following questions. This information is voluntary.

Does this student have any special needs or disabilities? No Yes (please specify): _____

What is the student's race/ethnic background?
 African-American Native American
 Asian/Pacific Islander Other (please specify): _____
 Caucasian _____

How did you learn about the Music School?
 Already enrolled Music School publication
 Friend/Family Music School website
 Print advertisement Other (please specify): _____
 Print article/feature _____
 Radio/Television _____

By signing this form, I agree to The Music School of Delaware's Enrollment Policies.

Signature _____ Date _____

Registration form continues on separate sheet — please fill out and return both pages.



ENROLLMENT POLICIES & INFORMATION (from 2012-2013 Info Guide)

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REGISTRATION & ENROLLMENT

Enrollment for lessons, classes and ensembles is for the entire academic year (September to June) unless otherwise indicated in class descriptions. Registration is ongoing throughout the academic year and tuition will be prorated as applicable. A \$75 nonrefundable deposit is required at time of registration. The deposit will be applied to the registration fee and other charges as they occur. A registration fee of \$35 is charged to each student; a second student in the same family is charged \$25 and additional students in the same family will not be charged a registration fee. Summer registration, after the early enrollment date, requires a \$20 summer processing fee. To register, contact the appropriate branch or follow instructions in the spring registration packet (returning students only). All class times/teachers are subject to change. The Music School reserves the right to cancel classes due to insufficient enrollment.

ATTENDANCE

Regular attendance is expected of all students. No private lesson will be made up except for:

- Student illness: the Music School must be notified by 10:00 a.m. on the day of the lesson to qualify for a make-up lesson. Only one lesson per semester (two per school year) will be made up.
- Teacher absence: Any lesson missed as a result of the teacher's absence will be made up.
- Emergency school closing: When inclement weather forces the cancellation of activities, all lessons/classes will be made up whenever possible.

Make-up Lessons & Classes

Credits in place of a make-up lesson/class will be offered at the sole discretion of the Music School.

MAKE-UP LESSONS: Teachers will offer two alternatives for make-up days before lessons are forfeited.

- All make-up lessons are arranged through the instructor.
- All make-up lessons for student illness will be forfeited upon early withdrawal.
- Two lessons missed by the student without prior notification may result in discontinuance without refund.

MAKE-UP CLASSES: Make-up classes will be offered only in the event of teacher cancellation or emergency school closing.

BILLING & PAYMENT SCHEDULE

Private instruction enrollment is for the entire academic year (four 9-week quarters). Enrollment for classes, ensembles and the Suzuki Academy is for the entire academic year (two semesters from September to June) unless otherwise indicated in class descriptions. Bills are mailed three weeks prior to the start of each quarter/semester and are payable by the beginning of the term. Unpaid bills may result in the suspension of lessons/classes, and balances must be paid in full prior to registering for a new year or for additional lessons/classes. Questions regarding billing or current account information should be directed to the Business Office. Tuition rates and related materials charges are detailed in the Information Guide. Each student is assessed a \$75 nonrefundable deposit, which is applicable toward all charges, including the registration fee (\$35 for the first student, \$25 for a second student in the same family and additional students in the same family will not be charged a registration fee). ALL RETURNED CHECKS WILL BE ASSESSED A \$25 FEE WITHOUT EXCEPTION.

Refunds/Discontinuance Policy

Discontinuance without penalty only occurs mid-year between the fall and spring semesters and requires advance written notice to the Music School before the beginning of the second semester. Notice to the teacher is not sufficient. Should discontinuance be elected by the student/family for any reason, a completed and signed Discontinuance Form must be on file at the

Music School. Forms are available from the Wilmington and Milford Branch front desks. The Music School may impose discontinuance upon any student in the event of excessive absence or late payments. Enrollment is for the entire school year unless otherwise indicated in class descriptions.

- Students ceasing private lessons or classes prior to the end of a semester (two quarters) are still liable for the full semester's tuition.
- All make-up lessons for student illness will be forfeited upon early withdrawal.
- No refunds are given for class/ensemble tuition after the start of the first class or rehearsal.
- No refunds are given for materials fees, registration fees or the \$75 deposit (exception below).
- If the Music School cancels a class/ensemble due to low enrollment and a student does not enroll in a different class/ensemble, the \$75 deposit and any applicable fees will be refunded.
- Discontinuance imposed by the Music School for poor attendance is not subject to any refund, and balance due for the semester shall remain payable.
- Temporary discontinuance may be elected if a student should miss three or more consecutive lessons due to an extreme case of illness (e.g., broken bone). The Wilmington Branch Registrar or Milford Branch Office Administrator must be informed of the exact dates of absence before the temporary discontinuance begins. Notice to the teacher is not sufficient. Tuition is paid in full for all missed lessons. The teacher is obligated to make up half of the missed lessons.

FINANCIAL ASSISTANCE

Financial Aid Application Forms are available at the Wilmington or Milford Branch front desks or from the Business Office. To be considered for financial assistance, the student/s must be registered for lessons/ensembles/classes (including the \$75 deposit) and a completed Financial Aid Application Form (including the required supporting documentation) must be submitted to the Business Office. The application cannot be processed until all documents have been received. Financial Aid Applications must be submitted each academic year, even if the student has received assistance in the past.

Financial assistance is awarded subject to availability of funds. Awards are based on need as documented by the Music School Financial Aid Application. Requests for financial assistance are scored by the Business Office and approved by the President & CEO. Based upon the scoring, award amounts are allocated within the available and budgeted resources of the school. Financial assistance is applied to the student's bill each quarter/semester, resulting in a reduced fee for lessons/classes actually attended by the student.

SPECIAL NEEDS/DISABILITIES

The Music School serves people with special needs and developmental or physical disabilities. When registering, those with special needs or circumstances are asked to volunteer pertinent information so that the best placement can be made for the student. Music School facilities are ADA compliant, and an elevator permits easy access to the second floor of the Wilmington Branch.

Early Childhood policies and additional information can be found in the 2012-2013 Information Guide.

PHOTO RELEASE

I hereby give The Music School of Delaware and their legal representatives and assigns the right and permission to publish, without charge, any photographs/images of [student name] _____ taken at The Music School of Delaware or at off-site Music School functions. I release all claims with respect to copyright ownership and publications including any claim for compensation related to use of the materials. Photos/images may be used in print, electronic or video format, including but not limited to newsletters, brochures, flyers, press releases, advertising, the annual info guide, the school's website and Facebook page and other promotional materials.

- I **give permission** for the Music School to use the above-named student's photo/image.
 I **DO NOT give permission** for the Music School to use the above-named student's photo/image.

Signature (of parent if under 18) _____ Date _____

Phone _____ Email _____

FAMILY & FRIENDS

The Music School hosts many special music events that may be of interest to grandparents or other family/friends. Please complete this form so that we can notify them of upcoming events. Thank you for your assistance!

Name of Grandparent #1 _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Name of Grandparent #2 _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Name of Grandparent #3 _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Name of Grandparent #4 _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Name of Other Family/Friend _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____



Programs are made possible, in part, by a grant from the Delaware Division of the Arts, a state agency dedicated to nurturing and supporting the arts in Delaware, in partnership with the National Endowment for the Arts.

www.musicschoolofdelaware.org

Wilmington Branch • 302-762-1132 • fax 302-762-3422
4101 Washington St., Wilmington, DE 19802

Milford Branch • 302-422-2043 • fax 302-422-3340
P.O. Box 442, 10 S. Walnut St., Milford, DE 19963



REGISTRATION INSTRUCTIONS Fall 2012

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RETURNING STUDENTS—PRIVATE LESSONS

NO CHANGES TO LESSONS: Priority Registration, June 25-29, 2012

Priority registration is only for students currently enrolled in 4th Quarter lessons (2011-2012) who are keeping their current teacher, day, time and lesson length. If you are in this category, you must register between June 25-29 or you will lose your priority.

- Fill out the registration form and submit it with a \$75 nonrefundable deposit (cash, check or credit card) for each student by June 29, 2012.
- The Music School will mail you a record of confirmation.

CHANGES TO LESSONS: Priority Change Period, July 2-July 6, 2012

The priority change period is only for students currently enrolled in 4th Quarter lessons (2011-2012) who are changing their day, time or lesson length in their current private lesson schedules. If you are in this category, you must register between July 2-July 6 or you will lose your priority.

- Mark the change on your registration form and submit it with a \$75 nonrefundable deposit (cash, check or credit card) for each student by July 6, 2012. The Wilmington Branch Registrar or Milford Branch Office Administrator will contact you to discuss your change (if necessary).
- If your instructor is a "self-scheduler," discuss your changes with your instructor, then submit your registration form and \$75 nonrefundable deposit to the Music School during the priority change period.
- If your instructor will not be returning in the fall, submit your registration form and \$75 nonrefundable deposit to the Music School during the priority change period. The Wilmington Branch Registrar or Milford Branch Office Administrator will contact you to discuss lesson day/time once an appropriate instructor is assigned.

SIBLINGS & EARLY CHILDHOOD GRADUATES: Priority Registration, July 9-13, 2012

Spring 2012 graduates of Early Childhood programs (including *Group Piano for Children* and *Instrumental Discovery*) and siblings of current students who would like to register for **private lessons** may submit a registration form and \$75 nonrefundable deposit during this time. The Wilmington Branch Registrar or Milford Branch Office Administrator will contact you to discuss an appropriate instructor and lesson day/time. You may register for a **class or ensemble** beginning June 25.

RETURNING STUDENTS—CLASSES AND ENSEMBLES

Music School families may register for all classes and ensembles **beginning June 25, 2012.**

- Fill out the registration form and submit it with a \$75 nonrefundable deposit (cash, check or credit card) for each student.
- The Music School will mail you a record of confirmation.

NEW STUDENTS—OPEN REGISTRATION

Beginning July 16, 2012, all new students may register, as well as those who did not take advantage of priority registration. New students must speak with the Wilmington Branch Registrar or Milford Branch Office Administrator either by phone or in person; appointments for new students begin July 16. Submit the registration form and \$75 nonrefundable deposit at your appointment.

For information on Early Childhood programs and enrollment, please contact the appropriate branch, visit our website or check out the 2012-2013 Information Guide.

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