

For Office Use

Payment Received \$ _____ Date _____ Lesson Scheduled _____ @ _____ Instructor _____

COMMUNITY MUSIC SCHOOL

A PROGRAM OF THE UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Member, National Guild for Community Arts Education

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www.uncsa.edu/communitymusic

2011 – 2012 PRIVATE LESSON REGISTRATION FORM

Check here for FALL 2011 Semester

Check here if you are a NEW STUDENT

Check here for SPRING 2012 Semester

Check here if you are a CONTINUING STUDENT

Student's Name _____ Home Phone () _____
Address _____ City _____ State _____ Zip _____

EMAIL ADDRESS OF PRIMARY CONTACT (please print clearly): _____

COMPLETE FOR SCHOOL AGE STUDENTS (AGE 18 AND UNDER) ONLY. Adult students should not complete this section.

Age ____ Sex ____ Date of Birth ____/____/____ School _____ Grade _____
Mother's Name _____ Employer _____ Work Phone () _____
Father's Name _____ Employer _____ Work Phone () _____
Mother's Cell () _____ Father's Cell () _____ Student's Cell () _____

COMPLETE FOR ADULT STUDENTS (OVER 18): **CHECK HERE if you are age 60 or over** (SEE FEE SCHEDULE FOR SR RATES)

Employer _____ Work Phone () _____ Cell () _____

Instrument/Voice _____ **Instructor Preference** (if known) _____

Length of Private Lesson (check one): 30 minutes 45 minutes 60 minutes

Preferred Lesson Day: _____ Time Available: _____ to _____ *

Second Choice Lesson Day: _____ Time Available: _____ to _____ *

Third Choice Lesson Day: _____ Time Available: _____ to _____ *

**(Example: 3:00 to 6:00 would mean you could start a lesson as early as 3:00 but need to leave the building no later than 6:00.)*

Due to teachers' schedules and the demand for lessons, you may be asked to take a second or third choice time.

Please do not list times when you are not available for lessons.

Please include any further information that you wish us to consider when scheduling the lesson. Attach extra page if needed.

Continuing students are scheduled prior to new students. New students are scheduled on a first come, first served basis.

We will make every effort to accommodate your lesson time request, but we cannot guarantee an exact match for every student.

Is the student a beginner? Yes No If not, how many years has the student studied? _____
If student plays another instrument, please list: _____ How long studied? _____
Does the student read music? Yes No If yes, how well? A little Pretty well Very well
Does the student play/sing in band/orchestra/chorus/choir? No Yes If yes, how long? _____
How did you learn about Community Music School: W-S Journal Ad Piedmont Parent Ad Yellow Pages
 Piedmont Parent Website UNCSA/CMS Website Friend/Relative (please list) _____ Other

IMPORTANT! PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS SHEET

Incomplete registration forms will be returned without processing.

(REGISTRATION FORM, continued)

PAYMENT PLANS: This information must be provided to complete registration.

ALL STUDENTS must submit the registration fee, administrative fee (if appropriate) and the lesson fee deposit with the registration form. (See "Fees due at time of registration" below.) Please follow the schedule provided with the Payment Plan you select for the remainder of the fee payments.

Special Notes:

Please remember that invoices are not mailed for the first payment of the semester.

Payment is due according to the schedule shown below, regardless of whether an invoice is received or not.

Community Music School accepts payment by check, money order or cash (correct change is appreciated).
Checks should be made to Community Music School. We regret that we cannot accept credit or ATM cards.

Choose one of the plans below by checking the appropriate box.

Payment Plan I

Payment in full is due at or before the first lesson. **If the full tuition has not been paid by September 30 (for fall semester or February 24 (for spring semester), the administrative fee will automatically be charged to your account.** (Remember that ALL STUDENTS must submit the registration fee and the lesson fee deposit with the registration form.)

OR

Payment Plan II

1. One-half of tuition due at or before first lesson. (Remember that ALL STUDENTS must submit the registration fee, administrative fee and the lesson fee deposit with the registration form.)
2. Remainder due: No later than November 1 for fall semester, March 19 for spring semester.

OR

Payment Plan III

1. One-third of tuition due at or before first lesson. (Remember that ALL STUDENTS must submit the registration fee, administrative fee and the lesson fee deposit with the registration form.)
2. Second payment due no later than October 25 for fall semester, March 12 for spring semester.
3. Remainder due no later than December 1 for fall semester, April 23 for spring semester.

Fees due at time of registration for ALL STUDENTS

Private Lesson registration fee (due annually for ALL students): \$30

Administrative fee (for students choosing Payment Plan II or III): \$20

Lesson fee deposit: \$30.00 for 30 minutes \$40.00 for 45 minutes \$50.00 for 60 minutes

AGREEMENT

Please read the following information carefully and sign below. (Please refer to the Policies sheet for further information.) Community Music School must have a signed agreement for each student prior to scheduling lessons. This has become necessary due to a rise in the number of students who schedule but do not show or pay for lessons. We realize that this does not apply to the majority of our students and regret that it has become necessary for us to require this additional safeguard. Thank you for your cooperation.

1. I have read Community Music School's Policies and Payment Plan Agreement and agree to honor them.
2. I understand that this agreement becomes effective when I agree to a lesson time beginning on a specific date.
3. If I decide to withdraw prior to the first lesson, I understand that I must do so at least 48 hours in advance of the first lesson. If I do not cancel with at least 48 hours' notice, I agree to pay for the first lesson. No refund will be given for registration or administrative fees.
4. **I understand that I am responsible for payment for the entire semester regardless of whether or not I take the lessons, unless a serious medical problem or other extenuating circumstance occurs.**
5. I also understand that withdrawal and/or refund request must be submitted in writing.

Responsible Adult _____ Date _____

Thank you. We look forward to having you as a student at the UNCSA Community Music School!