

BETHWOOD SUZUKI MUSIC SCHOOL

2012 REGISTRATION FORM (Semester II)

STUDENT INFORMATION

- please use one form per student

Indicate one: current student _____ new sibling _____ new student _____

Book level: 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___ 8 ___ 9 ___

Student: _____ DOB: _____ M F (circle one)

Address: _____ Home Phone: _____

_____ Cell #1: _____

Parent Names _____ Cell # 2: _____

Primary Email: _____ Work #: _____

Best method to reach me: Home Cell # 1 Cell # 2 Work Email (circle one)

Note: Bethwood will be posting schedules online. If you need information mailed to your home, please initial here: _____

MEDIA RELEASE

By signing below, I give Bethwood Suzuki Music School permission to use any photograph, video or audio of the above registered student taken at school and/or school sponsored functions for all school publicity, including our website.

Signature: _____

Date: _____

LESSON INFORMATION

Instrument	Preferred Teacher	Lesson Length	Preferred Days/Times	Tuition
1st:	<u>1st choice:</u>	(circle one) 30m 45m 60m	(circle all possible choices) Days: M T W Th F S Times: (9-3) (3-4) (4-6) (6-8)	
	<u>2nd choice:</u>			
2nd:	<u>1st choice:</u>	(circle one) 30m 45m 60m	(circle all possible choices) Days: M T W Th F S Times: (9-3) (3-4) (4-6) (6-8)	
	<u>2nd choice:</u>			
Class Type	Class Title	Time	Day	
Group Class	<u>Group Title</u>	<u>Group Time</u>		
Additional Programs	Bethwood Choir	5:45 – 6:30	Tuesday	

PAYMENT INFORMATION

Please refer to the following pages for information about payment options and Bethwood's Policies and Procedures.	Tuition Sub-total	
	Processing Fee (non-refundable)	
	Total Tuition Cost	

MID-YEAR REGISTRATION

January 17, 2012 – June 11, 2012

Payment Options offered: Payment arrangements need to be made and approved at time of registration.

Option 1: Full Pay

- Full payment plus registration fee _____ is due upon receipt.

Option 2: Two-Pay

- First payment of _____ plus registration fee _____ is due upon receipt.
- Remaining balance of due by March 15, 2012 _____

Late Fee: a late fee of \$10 will be assessed if payment is not received by the due date indicated above.

Option 3: Four month pay (Note: Early Childhood classes are not eligible)

- Initial payment of \$300.00 plus registration fee _____ is due upon receipt.
- Payment 2: due by January 15, 2012 _____
- Payment 3: due by February 15, 2012 _____
- Payment 4: due by March 15, 2012 _____

Late Fee: a late fee of \$10 will be assessed if payment is not received by the due date indicated above.

Registration Fees: 1x per year registration fee (non-refundable)

- \$__ Early Childhood
- \$__ individuals
- \$__ per family

The yearly registration fee includes, but is not limited to the following. Even if the student does not choose or is not required to perform, said registration fee will be assessed for all students. *

- 1 Solo Recital Fee
- End of the Year Concert Fee
- 1 Studio Recital (TBD by your teacher)
- Processing Fee

* Please note that Bethwood may schedule additional programs or workshops that may require a nominal fee to participate.

<p><u>Choose one of the following payment options:</u></p> <p><input type="checkbox"/> Full Pay _____</p> <p><input type="checkbox"/> 2 Pay _____</p> <p><input type="checkbox"/> I am interested in the 4 Pay _____</p>	<p>Amount Paid: _____ Date: _____</p> <p>Payment By: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Charge</p> <p>Circle one: VISA MASTERCARD DISCOVER</p> <p>Card # _____ Exp. _____</p> <p>3-digit security code from back of card: _____</p> <p>Signature: _____</p> <p>Print name (as on card): _____</p> <p>*To set up automatic credit card payment please initial here: _____</p>
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<p>My signature below indicates that I have read and understand the Bethwood Suzuki Music School Procedures & Policies as outlined in the attached document and that I accept full responsibility for charges that correspond to my payment option, inclusive of any fees incurred.</p>
<p>Signature: _____</p> <p>Date: _____</p>

BETHWOOD SUZUKI MUSIC SCHOOL

A non-profit 501(c) 3 organization

POLICIES AND PROCEDURES 2011 – 2012

The following information covers all of our policies and procedures for the 2011 – 2012 school year. Your signature on the registration form indicates that you have read and agree with Bethwood Suzuki Music School's Policies and Procedures, and that you accept responsibility for all charges and fees incurred for the 2011 – 2012 school year.

Admission Procedures

- New students and their parents are encouraged to call the Registrar to schedule a time to visit the school.
- If prospective families are interested in private instruction, they may contact the registrar to set up a trial lesson.

Registration Procedures

- The academic school year begins on August 22, 2011
Registration is for the **full** academic year from August 22, 2011 until June 4, 2012, except for Early Childhood Classes that have two semesters. (The second semester begins on January 17, 2012.)
Make-Up Week: June 12th through June 18th 2012.
- Students need to register by the set deadline in order to obtain their preferred teacher and lesson times.
- Families may register in person with the Registrar or by mail: 30-D Progress Avenue, Seymour, CT 06483
Registrations will **not** be accepted if the family account has an outstanding balance.

Payments - please note the following terms for mid-year registrations starting on January 17, 2012

- * A **non-refundable** deposit of \$300 is due upon registration. This scheduling fee will be applied towards tuition.
- *The mid-year processing fee of \$35 per student (EC: \$20) is due upon registration. This fee is **non-refundable**.
- Families need to choose one of the payment options listed on the 2nd page of the mid-year registration form.
- Payments can be made to Bethwood Suzuki Music School by cash, check, or credit card.

Delinquent Accounts

- Bethwood Suzuki Music School reserves the right to cancel or suspend a student's instruction if there is a balance overdue past week 3 weeks of instruction, and/or a payment arrangement has not been made.

Scheduling Policy

- All private lessons are scheduled on a first come, first serve basis; with first preference given to Bethwood families and siblings. All forms **MUST** be in by the due date. Forms received after the due date may be given a teacher other than requested.
- Completed schedules will be posted on our website 7 to 14 days after the due date. All families will be notified by email or postcard of the posting date. (Families will receive a password to access the completed teacher/group schedules to be used throughout the academic year)

Make-up Policy

- Bethwood Suzuki Music School will offer a **1x** Student Absence make up (private lessons only) per academic year. Bethwood will not be responsible for further lessons cancelled by the student. Please notify the school in the event of a student's absence. Cancellations due to weather will be made up and scheduled at the discretion of the business office. Teacher illness will be made up during make up week and will be scheduled with the instructor at their discretion. The Business office may arrange for a substitute teacher. Make-up lessons will be scheduled with the student's instructor on a mutually agreed day and time. Any missed scheduled make-ups will be forfeited. Group classes are not always guaranteed a make-up lesson. End of the year rehearsals can be considered a make-up for missed group classes.

Withdrawal & Refund Policy

- Tuition payments will be refunded if notice of withdrawal is received 2 weeks **before** the start date.
- The processing fee and scheduling fee are non-refundable as stated in "Payments". *
- All lessons must be paid for whether taken or missed. No credits will be issued for early withdrawal once the semester has begun. Bethwood reserves the right to make tuition adjustments in situations of low group class enrollment. Parents need to notify the Business Office if an injury occurs that prevents the student from playing an instrument. A physician's note will need to be submitted to discontinue lessons and any credit/ refund matters need to be discussed with and are determined by the Managing Director.