

North Shore School for the Arts

SPRING REGISTRATION 2010 (SEE REVERSE FOR CALENDAR AND POLICIES AND TUITION)

**To enroll, please complete this form and return it with payment prior to the first lesson:
North Shore School for the Arts, 319 Park Ave. Glencoe, IL 60022**

PARENT(S) NAME(S)		
HOME ADDRESS (STREET)		
CITY	STATE	ZIP
HOME TELEPHONE	WORK/CELL TELEPHONE	
[] Please check here if address and/or telephone has changed		EMAIL

NAME(S) OF STUDENT(S)	INSTRUCTOR	LESSON DAY/TIME	LENGTH	TUITION
			30 45 60 Circle one	
			30 45 60 Circle one	
			30 45 60 Circle one	

\$20 registration fee (waived if payment is received prior to January 25th) \$20

Tuition is charged by semester Total:
 30 min. lessons = \$680
 45 min. lessons = \$1020
 60 min. lessons = \$1360

How did you hear about us?

- | | | |
|--|---|--|
| <input type="checkbox"/> I am a previous student | <input type="checkbox"/> Postcard | <input type="checkbox"/> Yellow Pages |
| <input type="checkbox"/> New Resident Welcome Letter | <input type="checkbox"/> privatemusicteaching.org | <input type="checkbox"/> Referred by a friend: _____ |
| <input type="checkbox"/> N SSA Website | <input type="checkbox"/> Walked by our facility | <input type="checkbox"/> Referred by my private lesson teacher |
| <input type="checkbox"/> Pioneer Press Advertisement | | <input type="checkbox"/> Other: _____ |

Payment

Check # _____ (Payable to the North Shore School for the Arts)

Visa / Master Card / Discover _____ Exp. Date _____ v-code _____

I, _____ hereby authorize the North Shore School for the Arts to apply the total tuition of \$ _____ to my credit card.

My signature documents that I will agree to the registration, payment, attendance, make-up and refund policies of the North Shore School for the Arts (see reverse side).

Student's, Parent's, or Guardian's Signature

Date of Registration

North Shore School for the Arts

Policies and Tuition

Enrollment

Enrollment for students begins with a brief interview to determine the most appropriate teacher(s) and/or program(s). **For new students, lessons may not begin until we have received a completed registration form and payment.**

If a new student enrolls after the term has begun, tuition will be pro-rated for the remainder of the semester. Kindermusik classes are on a different schedule than private lessons. Late enrollment may be possible with the approval of the instructor.

Attendance

Students are expected to attend all lessons and classes for which they are registered. Notification of a lesson cancellation by the student is a courtesy to the teacher but does not excuse payment for the contracted lessons. An excused absence may be rescheduled at the teacher's discretion. To be eligible for an excused absence, the student must contact the teacher directly at least 24 hours in advance. Students are entitled to only one make-up lesson per semester due to an excused absence. Unexcused absences will not be made up. If, however, the teacher cancels a lesson for any reason, the lesson will be made up, a substitute will be provided, or your account will be credited.

Tuition Payment

Tuition is charged by semester or term and may be paid by check, cash or credit card. Fall and spring terms consist of 17 weeks. Prorated tuition will be calculated at a rate of \$40 per 30 minute lesson. Payment in full is due prior to the beginning of the first lesson.

- 30 min lessons = \$680
- 45 min lessons = \$1020
- 60 min lessons = \$1360

A \$25 fee will be assessed for any returned checks.

Payment Plans

Payment plans are available by contacting the office. Payments may be scheduled on a monthly or bi-monthly basis and the total balance must be paid by the last day of regularly scheduled lessons. All payment plans are assessed a \$30 fee due with the first payment. A credit card number must be kept on file even if payments are planned to be made by check. If a cash or check payment is not made by the scheduled payment due date, the payment will automatically be charged to the credit card on file. Should a payment be late for any reason, finance charges will be applied to the payment.

Withdrawal and Refund Policy

Withdrawal will only be honored by a written notice to the office. The notice must be approved by the administration. The schedule for refunds for private lessons is as follows:

- End of first week – prorated minus \$50 deposit
- End of fourth week – 50% of remaining balance minus \$50 deposit
- No refunds after the fourth week
- No refunds will be issued after the 2nd class for group classes

Exceptions may apply only in cases of prolonged illness/injury or relocation of the family.

The North Shore School for the Arts reserves the right to cancel any class, with full refund, if enrollment is insufficient.

Financial Aid

Application forms and information on the school's financial aid program are available by contacting the office.

Finance Charges

Interest of 1.5% (18% APR) will be assessed to any account balances 30 days or more past due. Finance charges continue to accrue until the outstanding balance is paid in full. Statements will be sent for unpaid bills and finance charges until they are paid in full. Finance charges will not be reversed without reasonable cause.

Publicity Consent

The North Shore School for the Arts reserves the right to use any photos of enrolled students in any publicity materials. Should parents/guardians not wish their student's photos be used for these purposes, written notification must be submitted in writing to the office prior to the first day of classes. Parent/ guardian consent is assumed by signing the registration form and indicates permission for the school to use the student's photo, name, and/or audio recording for any publicity, marketing or packaging.