



New Family Academic Year _____

Returning Family Summer School _____

2011-2012 REGISTRATION CONTRACT

THIRD STREET MUSIC SCHOOL SETTLEMENT

235 EAST 11TH STREET • NEW YORK, NY 10003
TELEPHONE 212-777-3240 • FACSIMILE 212-505-2520
www.thirdstreetmusicschool.org

OFFICE USE ONLY		
AP <input type="radio"/>	AN <input type="radio"/>	R <input type="radio"/>

STUDENT INFORMATION

STUDENT NAME LAST NAME _____		FIRST NAME _____	DATE OF BIRTH (MM/DD/YYYY) _____
SCHOOL ATTENDING (if applicable) _____		GRADE _____	<input type="radio"/> New Student <input type="radio"/> Male Ethnic origin _____ <input type="radio"/> Returning Student <input type="radio"/> Female
STREET ADDRESS _____		APT. # _____	CITY _____ STATE _____ ZIP _____
HOME PHONE _____		MOBILE PHONE _____	
E-MAIL ADDRESS _____		WEB SITE, FACEBOOK, TWITTER (optional) _____	
OCCUPATION/EMPLOYER (for adult students) _____		BUSINESS PHONE (for adult students) _____	
EMERGENCY CONTACT NAME _____		RELATIONSHIP _____	TELEPHONE NUMBER _____

PARENT/GUARDIAN INFORMATION (FOR STUDENTS UNDER THE AGE OF 18)

PERSON TO WHOM TUITION INVOICE SHOULD BE SENT

LAST NAME _____		FIRST NAME _____	RELATIONSHIP TO STUDENT _____
STREET ADDRESS (if different from student's) _____		APT. # _____	CITY _____ STATE _____ ZIP _____
HOME PHONE (if different from student's) _____		MOBILE PHONE _____	BUSINESS PHONE _____
OCCUPATION/EMPLOYER _____		E-MAIL ADDRESS _____	

ADDITIONAL PARENT/GUARDIAN LAST NAME _____		FIRST NAME _____	RELATIONSHIP TO STUDENT _____
STREET ADDRESS (if different from student's) _____		APT. # _____	CITY _____ STATE _____ ZIP _____
HOME PHONE (if different from student's) _____		MOBILE PHONE _____	BUSINESS PHONE _____
OCCUPATION/EMPLOYER _____		E-MAIL ADDRESS _____	

INSTRUMENT/CLASS DAY TIME TEACHER REQUESTED

INSTRUMENT/CLASS	DAY	TIME	TEACHER REQUESTED

HOW DID YOU HEAR ABOUT THIRD STREET? Web site Publication Other _____
SPECIFY

OFFICE USE ONLY

RECORD NAME _____ STUDENT NAME _____ FAMILY ID _____ INITIALS _____

TUITION CHARGES	COURSE/CLASS/LENGTH	WEEKLY CHARGE	NO. OF WEEKS	TUITION
				\$
				\$
				\$
				\$
				\$
				\$
				\$

REGISTRATION FEE

\$

TOTAL

\$

CREDITS/PAYMENTS

CREDITS/PAYMENTS								
DEPOSIT PAID AT REGISTRATION								\$
DISCOUNTS/CREDITS	(FMC)	(FC)	(M)	(RM)	(O)	(S)	(TA)	\$
								\$

OTHER CREDITS _____ SPECIFY _____ BALANCE DUE \$

PAYMENT TERMS (SELECT ONE)

- PLAN #1 Balance paid in 2 equal payments: September 15, 2011 and January 15, 2012.
- PLAN #2 Balance paid in 5 equal installments: September 15, October 15, November 15, December 15, 2011 and January 15, 2012.
- PLAN #3 Group Instruction–Balance due January 15, 2012.

PAYMENT INFORMATION

Enclosed is my check no. _____ in the amount of \$ _____ payable to Third Street Music School Settlement.

Please charge my: AMEX DISCOVER MASTERCARD VISA in the amount of \$ _____.

CARD NUMBER _____ EXPIRATION DATE _____

RULES AND REGULATIONS

All listed tuition is for the entire year: 32 weeks, except where noted. Fees are pro-rated for students entering after the school year has started.

The School may dismiss any student who misses two consecutive lessons without notification; who has a pattern of absences; who is consistently tardy; or who fails to adhere to their payment schedule. As a courtesy to the teacher, we ask you to call the School in advance when a student will be absent. Payments must be made for all missed lessons. There is no refund for classes missed because of a student absence. Third Street Music School Settlement does not require a teacher to make up any lessons canceled by students.

Third Street Music School Settlement reserves the right to cancel any class due to insufficient enrollment. In such cases, all unused tuition fees will be refunded. If the School cancels a lesson or class because of teacher absence or bad weather, the class will be rescheduled or a credit given at the discretion of the administration.

The required deposit, including the registration fee, is due at the time of registration.

The deposit for all group classes is 50% of the year's tuition + registration fee. The balance of the group class tuition is due January 15, 2012.

The deposit for individual instruction is \$350 + registration fee. The balance of individual tuition is due by the first day of lessons.

By signing this contract, I give my consent for the School to take photos, audio or video footage of classes, lessons and/or concerts without advance notice, and to publish such photos, audio and video footage royalty-free in its print, audio and electronic promotional efforts, including its Web site.

LATE PAYMENT FEE: All tuition payments for the entire year are due by January 31, 2012. Additional fees are assessed on late payments. There will be a \$25 charge for any check returned by the bank. Mastercard, Visa, Discover & AmEx payments are accepted. The School reserves the right to discontinue the enrollment of any student who does not comply with its payment policies.

WITHDRAWAL: There is a withdrawal fee equal to two weeks of tuition for each activity when a student withdraws before lessons or classes begin. This is in addition to the non-refundable registration fee.

Before individual/partner lessons begin: Tuition will be refunded (less the withdrawal and registration fees) when Student Support Services receives written notice 2 weeks prior to the first day of the school year.

After individual/partner lessons begin: A student who wishes to withdraw must give Student Support Services two weeks prior written notice. The student will be billed and required to pay for the final two weeks of lessons and may attend these lessons if he or she chooses. Informing a teacher of intent to withdraw does not constitute notice to Student Support Services. If the student has given Student Support Services the proper notification and all tuition payments are up-to-date, the School will issue a refund for any lessons remaining beyond the 2-week notification period.

Group Instruction: There is a withdrawal fee equal to two weeks of tuition for each activity when a student withdraws. A refund (less the two-week withdrawal and registration fee) will be given when Student Support Services receives written notice before the third class of the term. No refunds will be given after that time. To withdraw and receive a refund for the second half of the school year, students must submit a written request to Student Support Services before January 15, 2012.

I AGREE TO ABIDE BY THE SCHOOL'S POLICIES CONCERNING REGISTRATION, PAYMENTS, ATTENDANCE AND WITHDRAWAL.

SIGNATURE _____ DATE _____