



New Family

Academic Year _____

Returning Family

Summer School _____

REGISTRATION CONTRACT

THIRD STREET MUSIC SCHOOL SETTLEMENT

235 EAST 11TH STREET • NEW YORK, NY 10003
TELEPHONE 212-777-3240 • FACSIMILE 212-477-1808
www.thirdstreetmusicschool.org

STUDENT INFORMATION

STUDENT NAME _____ <small>LAST NAME</small>		FIRST NAME _____	DATE OF BIRTH (MM/DD/YYYY) _____	
SCHOOL ATTENDING (if applicable) _____		GRADE _____	<input type="radio"/> New Student	<input type="radio"/> Male Ethnic origin (optional) _____
			<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 (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

NOTES

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

OFFICE USE ONLY

RECORD NAME STUDENT NAME FAMILY ID INITIALS

Table with columns: TUITION CHARGES, COURSE/CLASS/LENGTH, WEEKLY CHARGE, NO. OF WEEKS, TUITION. Includes rows for individual charges, registration fee, and a total row.

Table with columns: 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, 2010 and January 15, 2011.
[] PLAN #2 Balance paid in 5 equal installments: September 15, October 15, November 15, December 15, 2010 and January 15, 2011.

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, 2011.

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, 2011. Unpaid balances as of February 1, 2011 will be charged a 1.5% per month late payment fee. 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 the Registrar 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 the Registrar 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 the Registrar. If the student has given the Registrar 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 the Registrar 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 the Registrar before January 15, 2011.

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

SIGNATURE DATE