



58 Seventh Avenue, Brooklyn, NY 11217
718.622.3300 • 718.622.3957 Fax • www.bqcm.org

REGISTRATION FORM: Semester _____

~Please fill out, sign on back, and return to the Registration Desk.~

STUDENT or PARENT/GUARDIAN INFORMATION IF UNDER 18 — PLEASE PRINT CLEARLY

STUDENT/PARENT/GUARDIAN 1

STUDENT/PARENT/GUARDIAN 2

ADDRESS

CITY

STATE

ZIP CODE

HOME PHONE (A)

HOME PHONE (B)

PARENT/GUARDIAN 1 E-MAIL ADDRESS (1)

PARENT/GUARDIAN 2 E-MAIL ADDRESS (2)

EMPLOYER/WORK PHONE, EXTENSION (1)

EMPLOYER/WORK PHONE, EXTENSION(2)

PARENT/GUARDIAN CELL PHONE (1)

PARENT/GUARDIAN CELL PHONE (2)

STUDENT #1 INFORMATION (PLEASE PRINT CLEARLY)

FIRST NAME

MI

LAST NAME

GENDER (M/F)

DATE OF BIRTH (M/DD/YY)

AGE

*ETHNIC BACKGROUND (optional)

STUDENT #2 INFORMATION (PLEASE PRINT CLEARLY)

FIRST NAME

MI

LAST NAME

GENDER (M/F)

DATE OF BIRTH (M/DD/YY)

AGE

*ETHNIC BACKGROUND (optional)

STUDENT #3 INFORMATION (PLEASE PRINT CLEARLY)

FIRST NAME

MI

LAST NAME

GENDER (M/F)

DATE OF BIRTH (M/DD/YY)

AGE

*ETHNIC BACKGROUND (optional)

BILL PAYER'S INFORMATION (IF DIFFERENT FROM PARENT/GUARDIAN)

BILL PAYER'S NAME (FIRST, LAST)

RELATIONSHIP TO STUDENT

BILL PAYER'S HOME ADDRESS (A)

CITY, STATE, ZIP

HOME PHONE

EMPLOYER/ WORK PHONE, EXTENSION

CELL PHONE

E-MAIL ADDRESS

HOW DID YOU HEAR ABOUT US?

Website: _____ Friend: _____ Walked By: _____ Flyer: _____ Local newspaper/magazine: _____

CONSERVATORY POLICIES

MAKEUP POLICY FOR INDIVIDUAL LESSONS

If you are unable to attend a lesson, please call the school in advance. Each student is allowed **one** makeup lesson per semester for an excused absence. An excused absence is one in which the Conservatory or teacher has been notified at least 24 hours in advance. No makeup lesson will be given with less than 24 hours notice. If a student is absent for three consecutive weeks without notice, he or she will be withdrawn. All missed lessons due to the teacher's absence will be made up. Makeups are not given for student absences from group classes or ensembles.

TRIAL LESSONS

Trial lessons may be rescheduled once with 24 hours notice. Trial lessons must be canceled with 24 hours notice in order for the student to receive a refund. Trial lessons are not offered during the Summer Semester.

REFUNDS

All withdrawal requests must be submitted in writing to the Registration Office before the 4th week of lessons or classes. No refunds will be given after this point. Students or parents requesting withdrawals before that time will be charged pro-rated tuition for completed sessions (including student absences) plus 20% of the total contracted tuition. Students withdrawing before the start of the semester will be charged 10% of the contracted tuition. Registration and installment fees(if any) are non-refundable. Additionally, students paying on the installment plan who withdraw are responsible for the remaining balance on their account according to the withdrawal policies above. Refunds take 6-8 weeks to be process.

ADMINISTRATIVE FEES

REGISTRATION FEE: \$35 Once per family *per school year* (Fall through Summer)

INSTALLMENT FEE: \$36 per family per semester. Please see payment plan form for more details.

RETURNED-CHECK FEE: \$30 Charged for checks returned due to insufficient funds.

LATE PAYMENT FEE: \$30 Charged on the last day of the semester for all balances past due for the semester.

COURSE CANCELLATION

Brooklyn Conservatory of Music reserves the right to cancel a class due to insufficient enrollment. After 4 weeks, permission is required from the instructor to join a class. If a class is cancelled, you will receive a pro-rated refund for the remaining sessions. Registration and installment fees (if any) will also be refunded to students not enrolled in other lessons or classes. Refunds take 6–8 weeks to be processed.

SNOW DAYS

The Conservatory bases its school cancellations on the NYC Public school system, therefore, if NYC public schools close due to inclement weather, the Conservatory will also close. Any classes or lessons canceled by the Conservatory will be made up during Makeup week at the end of the semester.

PERSONAL PROPERTY/ LOST & FOUND

The Conservatory is not responsible for personal property lost or damaged on our premises. A Lost & Found collection area is maintained and if a student believes that property has been lost on the premises they should contact the registration staff. Items remaining in the Lost & Found for more than one month will be discarded.

MATERIALS

The student is responsible for providing his or her own music books, sheet music, instruments, and materials except where additional material fees have been charged with the class fee.

PERMISSION

The Conservatory may use a photograph of you and/or your child as part of publicity and promotional materials.

In order to maintain a high standard of service and provide an appropriate environment for our students and staff, the Conservatory reserves the right to refuse or discontinue service, enrollment or previously awarded privileges at the discretion of the conservatory staff.

I have read and understand all the above policies of the Conservatory.

SIGNATURE

_____/_____/_____
DATE