

Registration Form

Thayer Performing Arts Center
Community Art, Drama & Music School ~ Fall 2017

BILLING INFORMATION

BILLING NAME (Last) _____ **(First)** _____
Parent/guardian if student is minor

Date of Birth ___ / ___ / ___ **AUC ID#** _____

Street/PO Box _____ **City** _____ **State/Zip** _____

Home Phone _____ **Email** _____

Work Phone (Mother) _____ **(Father)** _____

Cell Phone (Mother) _____ **(Father)** _____

Other Contact (Name) _____ **Relationship** _____ **(Phone)** _____

STUDENT INFORMATION

STUDENT NAME (Last) _____ **(First)** _____ **DOB** ___ / ___ / ___

Please indicate: ___ New ___ Returning ___ Male ___ Female ___ Beginner ___ Intermediate ___ Advanced

Instruments _____ **Teacher** _____ **Requested Day/Time** _____

STUDENT NAME (Last) _____ **(First)** _____ **DOB** ___ / ___ / ___

Please indicate: ___ New ___ Returning ___ Male ___ Female ___ Beginner ___ Intermediate ___ Advanced

Instruments _____ **Teacher** _____ **Requested Day/Time** _____

CHOOSE PAYMENT PLAN

_____ Prepay Semester (3% discount on lesson fees)

_____ Down Payment & Billing

CONTRACT:

- I accept responsibility for payment of all expenses incurred by me or my dependent child at Thayer Performing Arts Center, a department of Atlantic Union College, and do also agree to abide by the financial, attendance, and building use policies as explained on the "Important TPAC Policies" form.
- I release AUC/TPAC, its administration, and instructors of music from any costs, claims, or expenses sustained by me because of injury, except those resulting from gross negligence.
- I also give permission for photographs taken of me or my dependent child during TPAC instruction or events to be used for the purpose of publicizing TPAC and its programs.

Signature _____ **Date** _____

Thayer Performing Arts Center & Community Music School

438 Main Street (Route 70), PO Box 1000, S. Lancaster MA 01561-1000

Phone 978-368-2100, Fax 978-368-2011

Email tpac@auc.edu, www.tpacma.org

OFFICE USE ONLY – Financial Worksheet

\$ _____ Registration Fee: \$25 (one time per academic year)

+\$ _____ \$30 / \$32 • \$45 /\$48 • \$60/ \$64 • \$ _____ per lesson X # _____ weeks

+\$ _____ \$30 / \$32 • \$45 /\$48 • \$60 /\$64 • \$ _____ per lesson X # _____ weeks

+\$ _____ \$32/ \$39 • \$48/ \$64 • \$64/\$78 • \$ _____ per lesson X # _____ weeks

+\$ _____ \$32 / \$39• \$48 /\$64 • \$64 /\$78 • \$ _____ per lesson X # _____ weeks

+\$ _____ Class/Ensemble _____

+\$ _____ Class/Ensemble _____

+\$ _____ Class/Ensemble _____

+\$ _____ **TOTAL Charges for Session/s**

+\$ _____ Balance/credit from previous session (required)

=\$ _____ **TOTAL Due (go to next column if discount)**

IF DISCOUNT APPLIES:

\$ _____ Lesson Fees/Class/Ensemble
Not including reg. fee or past due \$

less \$ _____ Lesson fee discount _____ %

=\$ _____ **Subtotal**

+\$ _____ Registration Fee (no discount)

=\$ _____ **TOTAL DUE for prepayment**

Date _____ V MC AE Cash/Check # _____ \$ _____ Balance \$ _____ Payment amount _____

Due dates _____

**Payment may be made by cash, check or credit/debit card in person or by phone.
Checks should be made out to "TPAC-AUC."
Appointments for lessons will be made after payment and registration are received.
Please return registration form in person, by mail or FAX.**

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Important TPAC Policies – Fall 2017 Semester

Parent Name: _____ Parent Signature: _____

Registration Fee: A registration fee \$25.00 is assessed one time per school year.

Payment Options:

- 1. Prepay Semester/Session:** A 3% discount will be given to those paying in advance the entire amount for the upcoming session. This discount will be figured on *lesson fees only (not the registration, class or ensemble fees.)*
- 2. Down Payment:** Although the registration fee, class and/or ensemble fees must be paid in full at the time of registration, an exception can be made to this policy if private lessons and group classes and/or ensembles are taken together. In that case, the registration fee must be paid in full. A down-payment towards the lesson, class, and ensemble fees is required at the time of registration. The amount of the down-payment for the fall 2017 semester is 35%. Until the down-payment is made, a lesson time cannot be reserved or guaranteed.

Billing and Statements: After the registration fee and down payment are paid, the student will receive a statement for the balance for that session. The payment plan is to be followed as listed on the corresponding registration form. Payments must keep up with lessons given or lessons will be discontinued. This means that the student may lose his or her time slot with the teacher. **Payment Deadlines for the fall 2017 semester are October 12 and November 16.**

Finance Charge and NSF Check Fee: A 1% per month finance charge will be posted if a balance remains at the close of the sessions. There is a \$50 fee for checks returned due to insufficient funds or charges made to invalid credit cards.

Private Lessons and Fees: The cost for one private lesson per week for most instructors is \$32 for a 30- minute lesson, \$48 for a 45-minute lesson, and \$64 for a 60-minute lesson. Inquire in the office for exceptions to this fee schedule.

Withdrawal from Lessons: If the student decides to stop lessons by the drop date listed in the calendar and informs the office in writing, he or she has no further financial obligation for the rest of the session. Credit or refund will be given for unused lessons. If the student stops lessons *after* the drop date, no refund or credit will be given except in very special circumstances ~ e.g., broken arm, moving out of state, or extended illness.

Drop Deadline Dates for the fall 2017 semester is October 6, 2017.

Cancellation of Lessons and Make-up Lessons: Because teachers set aside time slots on the basis of registrations and often refuse other students, students are expected to appear for regularly scheduled lessons. Each student is entitled to one excused absence per academic year. **Any other student absences, for any reason, do not qualify as refundable missed lessons.** Teachers may make up a lesson, at their discretion, during make-up week(s). However, make-up lessons cannot be guaranteed if absence is incurred by the student. If the teacher cancels a lesson for any reason, he or she is responsible to make up this lesson. If this is not done, a credit will be given to the student at the close of the session. The credit may be carried over to the next session or a refund check may be requested in writing.

Sign-in Procedure: Parents and guardians of students *fourth grade and below* are asked to bring the students into the building and sign them in each time they come for a lesson; we also ask you to sign them out as they leave. To make this as simple as possible, you may park briefly in the drop-off area at the front door of the building. *Fifth to eighth grade students* are asked to sign themselves in and out each time they come for a lesson. *Everyone* entering the building after 6:00 pm is asked to sign in. X _____

Waiting Time: Students are asked to arrive *no more than 15 minutes* before the lesson time, and to leave *no more than 15 minutes* after the lesson time. Arriving students are asked to go directly to the designated waiting area closest to the teacher's studio. Students who have completed their lessons are to use the grand central staircase to go to the Oak Room on first floor where they can wait to be picked up. Students in ensembles are asked to follow these same policies. Students with siblings taking lessons are also asked to wait in the Oak Room and should be picked up within 15 minutes of the completion of the last lesson. X _____

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