

# Spring 2012 Registration

Portland Conservatory of Music - 202 Woodford Street - Portland, ME - 04103 - 207-775-3356

Check Appropriate:       New Student                       Continuing Student

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M/F: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Instrument: \_\_\_\_\_ Years Studied: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent Name: (if student is a minor): \_\_\_\_\_

<b>Private Instruction</b>	
<b>30 Minute Lesson</b>	
Full Semester 16 Lessons	\$512.00 _____
<b>45 Minute Lesson</b>	
Full Semester 16 Lessons	\$768.00 _____
<b>60 Minute Lesson</b>	
Full Semester 16 Lessons	\$960.00 _____

<b>Classes</b>	
<b>Fundamentals of Music</b> (10 weeks)	\$180.00 _____
<i>No Fundamentals of Music fee for students taking private lessons.</i>	
<b>Suzuki Group Classes:</b> (Violin or Guitar)	
Group I (Book I) (12 weeks)	\$180.00 _____
Group II (Book 2 & up)(12 weeks)	\$180.00 _____
<i>No Suzuki Group fee for students taking private lessons.</i>	

<b>Learning &amp; Playing Fiddle Tunes</b>	
Group 1, kids 8-14 (12 weeks)	\$144.00 _____
Group 2, Adult & kids 15 & up (12 weeks)	\$144.00 _____
<b>Adult Beginning Violin &amp; Fiddle</b>	
(12 weeks)	\$144.00 _____
<i>These above fiddle classes are <u>not</u> an option for a free Ensemble class</i>	

<b>Ensembles</b>	
<b>String Ensemble</b> (12 weeks)	\$180.00 _____
PSQ Advanced	
<b>Jazz Ensemble</b> (12 weeks)	\$180.00 _____
<b>Blues Ensemble</b> (12 weeks)	\$180.00 _____
<b>Rock Ensemble</b> (12 weeks)	\$180.00 _____
<b>Chamber Music Ensemble</b> (12 weeks)	\$180.00 _____
<b>Adult String Class</b> (12 weeks)	\$180.00 _____
<b>Vocal Ensemble</b> (12 weeks)	\$180.00 _____
<i>choose Beginner or Intermediate</i>	
<b>Singing for Seniors</b> (12 weeks)	\$180.00 _____
<i>The above Ensembles free to students enrolled in PCM private lessons.</i>	

**We are looking for volunteers. Can you help?**  
Please circle your choices.

Yes	No	Driver
Yes	No	Help set up for recitals /luncheons
Yes	No	Be a host family
Yes	No	Refreshments
Yes	No	Help with mailings
Yes	No	Distribute posters
Yes	No	Other _____

<b>MusikGarten &amp; Movement Classes for Early Childhood</b>	
Family Music for Babies & Toddlers(12 weeks)	\$168.00 _____
Materials Fee	\$ 30.00 _____
Family Music for Preschoolers 3-5 yrs(12 weeks)	\$168.00 _____
Materials Fee	\$ 38.00 _____
Music Makers 5-7yrs (12 weeks)	\$168.00 _____
Materials Fee	\$ 38.00 _____
Pajama Time Family Music up to 5 yrs(12 weeks)	\$168.00 _____
Materials Fee	\$ 30.00 _____
Orff Schulwerk Music & Movement (12 weeks)	\$168.00 _____
Materials Fee	\$ 30.00 _____
Creative Movement & Music for Preschoolers 3-5 yrs (12 weeks)	\$144.00 _____
Creative Movement & Music for Early Elementary 5-8 yrs (12 weeks)	\$144.00 _____

**Subtotal from above:** \_\_\_\_\_

minus any discount allowed \_\_\_\_\_

minus financial aid awarded \_\_\_\_\_

**Registration Fee:** \$35.00 individual or \$45.00 family \_\_\_\_\_

**Payment Plan Fee:** (charged once every semester) \$ 15.00 \_\_\_\_\_

**Total Due:** \_\_\_\_\_

*All Payments Plan installments will be automatically charged to your credit card in three installments. The first payment due at registration, second February 27, 2012, final payment April 9, 2012.*

I Agree \_\_\_\_\_

Signature \_\_\_\_\_

**Installment Plan:** 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

*First installment is one third tuition plus all fees.*

**Payment Method:** \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

                  \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Amex \_\_\_\_\_ Discover \_\_\_\_\_

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature \_\_\_\_\_

Please circle day and time range available for private lesson  
M-T-W-Th-F-Sat-Sun                      10-12, 12-2, 2-4, 4-6, 6-8

***I have read and understand the Registration Policies on the reverse side. Please sign here:***

\_\_\_\_\_

PCM may use my photo in catalogs and newsletters which promote the Portland Conservatory of Music.

Yes    No **X** \_\_\_\_\_

Parent please sign here if student is under age 18

# Portland Conservatory of Music

## Registration Information

Registration takes place prior to the beginning of each semester:  
**Fall Semester** registration takes place in **August/September**  
**Spring Semester** registration takes place in **December/January**  
**Summer Term** registration takes place in **May/June**

When registering the Conservatory charges a fee of \$35.00 per student or \$45.00 per family per year. All fees and tuition must be paid by the first lesson. If deferred payment is necessary, it is available in three installments by **credit card only**. A \$15 deferred payment fee will be added to all incremental payment plans each semester. Registration fees and deferred payment fees are non-refundable.

### Tuition Refund Policy

Students registering mid-semester will pay a pro-rated fee from the date lessons begin. Students withdrawing from lessons can do so until the 4th lesson, however no refunds will be given after the 4th week of the semester.

\* There are no refunds for classes or ensembles.

\* The Conservatory reserves the right to cancel classes if the enrollment is below an acceptable minimum. In that case full tuition and registration fees will be refunded.

### Attendance Policy

Students are allowed one (1) excused absence per semester. Excused absences require 6 hours notification. If less than 6 hours notice is given, the lesson will be charged at the regular lesson rate. Additional absences are considered unexcused absences and will be charged at the regular lesson rate. Each semester includes one make-up week to be used for an excused absence or weather cancellation. Additional make-up lessons may be arranged between the student and the teacher. All lessons, classes, and workshops missed because of instructor absence or school closing will be made up.

### Return Check Policy

Portland Conservatory of Music charges a fee of \$25.00 on every returned check.

### Cancellation Policy

If the school closes due to inclement weather, announcements will be posted on WCSH Channel 6, Storm Team 13, and on the PCM answering machine at 775-3356. Lessons, classes, and ensembles will not be charged but will be made up if possible. If your teacher cancels your lesson for any reason, the lesson will not be charged to you.

### Extra Lessons

If there are lessons remaining on your account at the end of Fall Term, they will be rolled over into the Spring Term. If there are lessons remaining on your account at the end of the Spring Term, they will be rolled over into the Summer Term. **Any lessons remaining at the end of the Summer Term, will not be rolled over.**

### Volunteers

Throughout the school year we often have luncheons, recitals, concerts, mailings, etc. where we could really use a helping hand. If you would like to be a volunteer please circle the appropriate choices on the lower left front of registration form.