

# Summer 2010 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): \_\_\_\_\_

## *Summer Camps*

**Violin Camp** (ages 5-10) *member* \$320.00 \_\_\_\_\_  
 June 21 - June 25 *non-member* \$340.00 \_\_\_\_\_

**Rock Camp** (ages 12 & up) *member* \$320.00 \_\_\_\_\_  
 June 28 - July 2 *non-member* \$340.00 \_\_\_\_\_

**Chamber Music Camp** (ages 12 & up) *member* \$320.00 \_\_\_\_\_  
 July 12 - July 16 *non-member* \$340.00 \_\_\_\_\_

**Composition Camp** (ages 11 & up) *member* \$320.00 \_\_\_\_\_  
 July 19 - July 23 *non-member* \$340.00 \_\_\_\_\_

**World Music Camp** (ages 8-11) *member* \$250.00 \_\_\_\_\_  
 July 26 - July 30 *non-member* \$270.00 \_\_\_\_\_  
**materials fee** \$65.00 \_\_\_\_\_

**Jazz & Rock Camp** (ages 12 & up) *member* \$320.00 \_\_\_\_\_  
 Aug. 2 - Aug. 20 *non-member* \$340.00 \_\_\_\_\_

**Bassoon Camp** (ages 12 & up) *member* \$320.00 \_\_\_\_\_  
 Aug. 16 - Aug. 20 *non-member* \$340.00 \_\_\_\_\_

**Optional for Camp Members:**  
 5-½ hour private lessons \$100.00 \_\_\_\_\_

## *Private Instruction*

**30 Minute Lesson**  
 # of lessons \_\_\_\_\_ x \$28.00 = \_\_\_\_\_  
 Payment plan= 4 x \$112.00

Full semester 10 lessons = \$280.00

**45 Minute Lesson**  
 # of lessons \_\_\_\_\_ x \$38.00 = \_\_\_\_\_  
 Payment plan= 4 x \$152.00

Full semester 10 lessons = \$380.00

**55 Minute Lessons**  
 # of lessons \_\_\_\_\_ x \$47.00 = \_\_\_\_\_  
 Payment plan= 4 x \$188.00

Full semester 10 lessons = \$470.00

**Year Round Lessons**  
 \$ \_\_\_\_\_ per lesson x \_\_\_\_\_ lessons= \_\_\_\_\_

*Please tell us how you heard about our Summer Camps*

- Via email**
- PCM Web site**
- Newspaper Ad, which one?**  
 \_\_\_\_\_
- Other** \_\_\_\_\_

**Total from above:** \_\_\_\_\_

**Payment Plan:** \$25.00 \_\_\_\_\_  
**(Available on private lessons only)**  
 (once per semester)

*All Payments Due on the 1st of each month*  
**Late Registration Fee** \_\_\_\_\_  
 (applies to all returning registrations  
 after 05/11/10) \$20.00

**Total Payment:** \_\_\_\_\_

**Make a Donation!** \_\_\_\_\_

Interested in Volunteer Opportunities?  Yes  No

*Please see Registration Policies on reverse*

**Payment Method**

\_\_\_\_\_ Check (# \_\_\_\_\_) \_\_\_\_\_ Cash  
 \_\_\_ Visa \_\_\_ Mastercard \_\_\_ Amex \_\_\_ Discover

Card #: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Keep Card # on File?    Y    N

# Registration Policies

## Portland Conservatory of Music

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**

Students must register every semester. Early registration is encouraged due to high volume. To avoid registering each semester, a yearly option is available. See office for details.

### Membership Fee

\$45 individual, \$80 family

This annual fee is processed during Fall registration and is due with the Fall payment. Members receive free admission to PCM concerts (except benefit concerts), and are given discounted rates to many PCM classes. No other registration fees are assessed during the year.

### Lesson Fees

Lessons are charged on a per-lesson basis, payable at the beginning of the semester. 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 with no withdrawal fee. After the 4th lesson, a withdrawal fee of \$100.00 will be charged.

### Class Fees

Classes are charged at a flat fee. Make-ups will not be available on an individual basis. Students joining late may be pro-rated at the discretion of the teacher. Students are responsible for the class fee even when they know they will miss a class.

### Payment Policy

Payment in full is required a minimum of one week prior to the first lesson. A payment plan can be used to extend the payments over 4 months for a fee of \$25 fee per student to cover administrative costs. Each payment is scheduled to provide 4 lessons in advance.

Invoices are mailed on the 15<sup>th</sup> of the month and are due by the 29<sup>th</sup> (totaling 4 payments per semester for the full term). Late payments will result in untaught lessons and late fees. Teachers are not required or expected to teach lessons that have not been paid for.

### Attendance Policy

Students are allowed one (1) excused absence per semester. Excused absences require 24 hours notification. If less than 24 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.

### Cancellation Policy

If the school closes due to inclement weather, announcements will be posted on all major local news outlets (WCSH, WGME, and WMTW) 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.**