

**Preparatory Center for the Performing Arts at Brooklyn College  
2017-2018**

**Registration Form**

Please provide all requested information even if there has been no change since last year.  
*If more than one member of the family is registering for classes, please use a separate registration form.*

Registration Forms can be mailed to: **BC Prep Center, 234 R, Brooklyn College,  
2900 Bedford Ave., Brooklyn, NY 11210**  
You may also fax your form to (718) 951-5412, or scan/email to [bcpc@brooklyn.cuny.edu](mailto:bcpc@brooklyn.cuny.edu).  
Checks/money orders should be made payable to BC Member Org. Please note: **we do not** accept cash.  
Should you have any questions, please call (718) 951-4111.

<b>STUDENT INFORMATION</b>	<i>New Student</i>	<i>Returning Student</i>
Student's last name:	First name:	
Gender: male                  female	Date of Birth:	
School:	Grade ( <i>Sept. 2017</i> ):	
<b><i>Parent or guardian 1 will be used for office communication</i></b>		
Parent or guardian 1, Last name:	First name:	Relationship:
Cell:	E-mail:	
Parent or guardian 2, Last name	First name	Relationship:
Cell:	E-mail:	
Mailing Address:		
Emergency Contact:		
	Cell:	

**PRIVATE LESSONS:** *Suzuki and Non-Suzuki Parents- Please complete this section.*

**New Students:** *Teacher placement is made in consultation with the Prep Center Director. Please call (718) 951-4111.*

Instrument:	Preferred Instructor if any:
Suzuki Program ( <i>check if yes</i> ):	
I am requesting the same lesson time as the 2016–2017 School Year ( <i>check if Yes</i> ):	
Please keep in mind that the instructors' schedules vary and we will do our best to accommodate your requests.	
Preferred Day: SAT                  SUN                  TUE                  WED                  THU                  FRI	
<i>Preferred time:</i> Morning                  Day                  Evening	
Preferred Length of Lesson: 30 minutes                  45 minutes                  60 minutes	Cost: \$

**CLASSES**

Name of Class(es): <i>include day and time</i>	Cost(s)
	\$
	\$
	\$
\$45 Registration Fee (waived for BC faculty, staff, students, and alumni with proof of ID or Diploma)	\$
<b>TOTAL COST</b>	<b>\$</b>

**TUITION PAYMENT OPTIONS** (please check off one of the options)

**Option 1- Payment in Full**

The deposit will be subtracted from the total.

A Payment in Full discount will be applied if payment is made by September 24.

**Option 2- Six-Payment Plan**

Those that elect to pay in installments must register with a credit card and may choose to pay with the registered credit card, or by check or money order. The automated payment system will charge your credit card on the due date. Your signature on the Registration Form constitutes your agreement to have your credit card charged in the event that a payment is late. No exceptions are made to this policy. ***Please note that your credit card may be charged up to 5 days after the 15th of each month due to office scheduling.***

Payment Plan Due Dates

Payment 1: Upon registration: Deposit

Payment 2: Oct 15, 2017

Payment 3: Nov 15, 2017

Payment 4: Dec 15, 2017

Payment 5: Jan 15, 2018

Payment 6: Feb 15, 2018

I would like to register with my credit card only

I additionally enclose a check/Money Order, payable to ***BC Member Org***

**For applications with the six-payment plan option to take effect, please call or visit the Prep Center office to register with your credit card.**

**Registration contract:** I acknowledge and agree that all of the information provided above is true and accurate. By signing this document, I acknowledge that I have read and understand all of the policies and procedures of the Preparatory Center for Performing Arts at Brooklyn College and agree to abide by these policies and procedures, including but not limited to all payment and registration fee policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***How did you hear about us?***

Brooklyn Parent  
Brooklyn College website

Brooklyn Family  
Social Media  
Other

BC Conservatory of Music  
Word of mouth

# POLICIES AND PROCEDURES

## General policies

- Students enrolled at the Preparatory Center cannot be concurrently studying the same instrument or discipline at another institution, or with another private teacher, without the prior approval of the director.
- Placement with a private music, theater or dance teacher at registration is for the school year. Changing private teacher placement can be made at registration for the following year, with the approval of the director.
- It is the responsibility of the parent or an adult student to notify the director when problems arise, whether financial, instructional, or personal. Every effort will be made to respond to the needs of students and their parents.
- The Preparatory Center reserves the right to dismiss any student because of lack of interest or progress, frequent absences, frequent tardiness, behavioral problems, delinquency of fees, or failure to abide by the policies laid out here. This includes parents' inappropriate behavior and lack of adherence to the Prep Center policies.
- The Preparatory Center reserves the right to change a student's class level during the school year to ensure his or her proper development.
- The Preparatory Center does not discriminate on the basis of race, color, nationality, gender, sexual orientation, ethnic origin, or religious beliefs in its admission, student aid, scholarship, or educational policies.
- The Preparatory Center reserves the right to cancel any class for which there is insufficient enrollment.
- It is up to the discretion of the teacher as to whether the parent can observe the class or lesson.

## Scheduling of lessons and classes

All Preparatory Center lessons and classes are held on the Brooklyn College campus in the Roosevelt, West Quad or Whitehead buildings. Classroom locations will be given before the beginning of the semester. Scheduling is based on proper placement of each student and is determined by students' experience and age. Any changes in schedules must be arranged through the office, not with the instructor. On performance days students will only receive a brief rehearsal or warm-up instead of a full lesson or class. All payments have to be up to date for the student to be allowed to take classes/lessons. When lessons or classes have been suspended for delinquent tuition payment, teachers are not required to give make ups, even after payment has been brought up to date.

## Student Attendance

Students must make every effort to be on time for all classes and. In deference to subsequent lessons and classes, all activities will end at the scheduled time. Students with private music lessons must inform both their private teachers and the Prep Center office of any anticipated absences. Students with group classes should notify the Prep Center Office of any anticipated absences. Notification does not, however, exempt the family from payment as contracted. Teachers are not required to make up these absences.

## Teacher Absences

If a teacher is absent for a private lesson, there will be a substitute teacher or a make-up lesson will be arranged at a mutually convenient time. The teacher will offer up to two times for the make-up lesson. If the student misses the agreed upon make-up lesson, an additional make-up lesson will not be arranged. However, payment will be required as in a regular student absence. If a teacher is absent for a group class, only one make-up time will be offered. When lessons or classes have been suspended for delinquent tuition payment, teachers are not required to give make ups, even after payment has been brought up to date.

## Withdrawals and Refunds

Withdrawal from the Preparatory Center must be made in writing to the director. Notifying the teacher is not considered notification of withdrawal. Absences do not constitute withdrawal from the class or lesson. The date on which the written withdrawal is received determines the amount charged. Only the registration fee is charged in the event of withdrawal prior to the first day of class or lesson. In the fall, you may withdraw before the sixth week of class/ lesson and your tuition will be pro-rated. After that point, you are responsible for the full annual tuition. Withdrawal in the spring semester must be made before the fourth week of class/lesson. After that point, you are responsible for the full spring tuition. Withdrawal in the summer semester must be made before the third week of class/ lesson. After that point, you are responsible for the full summer tuition.

## Safety and Security

Brooklyn College requires that all students and parents/guardians must carry an official Preparatory Center I.D. card for access to the campus. Each registered student and the registering parent will receive an I.D. card with the student's schedule and tuition payment plan. Lost cards will be replaced by the Preparatory Center Office. The Preparatory Center cannot accept responsibility for children when they are not in class. To ensure a child's safety, the parent must accompany the child to the classroom door and be prepared to pick the child up promptly at the scheduled end of the class. Parents should notify the office if they are delayed in meeting their child. Preparatory Center staff and instructors are not permitted to escort children from one part of the campus to another.

## Media Release

By signing the contract/registration form, parents or students agree to the use of audio recordings, video recordings, and photographs of Prep Center students for archival and promotional purposes, waiving any rights or objections for such use, unless written notice is given to the director that such use may not be made.

## Emergency Closing

Closing due to bad weather is posted on the Brooklyn College website at [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu). Parent/guardian/student can also call the Security Office at 718-951-5511 for emergency closure information. Please note that if the Preparatory Center is closed for bad weather, an effort will be made to make-up lessons/classes, however, make-up lessons/classes are not guaranteed. If the campus is closed, the Preparatory Center will be closed as well.

By signing this document, I acknowledge that I have read and understand its contents and agree to be bound by Prep Center's policies and procedures.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

*(please do not write on this page)*

PAID	AMOUNT	DATE	NOTES
Payment 1			
Payment 2			
Payment 3			
Payment 4			
Payment 5			
Payment 6			