

Preparatory Center for the Performing Arts at Brooklyn College
Spring 2017 Contract and Registration Form
Spring classes begin Tuesday, January 31st

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

You may send your registration form by U.S. post, email, fax or in person:

Phone: 718-951-4111

Mailing Address: Brooklyn College
Preparatory Center, 2900 Bedford
Ave, 234 R Brooklyn, NY 11210

Email: bcpc@brooklyn.cuny.edu

Fax: 718-951-5412

Website: www.bcprepcenter.org

STUDENT INFORMATION

Please choose the following: New Student Returning Student

Last Name: _____

First Name: _____

Gender: male female

Date of Birth: _____

Age at start of semester: _____

School: _____

Grade (September 2016): _____

PARENT/GUARDIAN INFORMATION

Please place the financially responsible party under Parent or Guardian 1 and circle the Parent or Guardian who will be the Primary Scheduler.

Parent or Guardian 1:

(Financially Responsible Party)

Name: _____

Relationship: _____

Cell Phone: _____

Secondary Phone: _____

Email Address: _____

Mailing Address: _____

Parent or Guardian 2:

Name: _____

Relationship: _____

Cell Phone: _____

Secondary Phone: _____

Email Address: _____

Mailing Address: _____

How did you hear about us?

- Brooklyn Parent
- Brooklyn College website

- Brooklyn Family
- Word of mouth

- BC Conservatory of Music
- Other _____

PRIVATE LESSONS

New students: Teacher placement is made after consultation with the Prep Center Acting Director.

Please keep in mind that the instructors' schedules vary and we will do our best to accommodate your requests.

Instrument: _____

Preferred Instructor, if any: _____

Preferred: Weekday Weekend

Preferred Length of Lesson: 30 minutes 45 minutes 60 minutes

COST: \$ _____

CLASSES

Name of Class(es): *include day and time*

COST: \$ _____

Additional \$25 Registration Fee

(waived for BC faculty, staff, students, and alumni with proof of ID or Diploma)

TOTAL COST: \$ _____

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

Option 1- Payment in Full

I enclose a check/money order, payable to **BC Member Org**

Credit Card charges must be made in person at the Preparatory Center Office, 234 Roosevelt, Brooklyn College.

We no longer accept Discover, Diners Cards, or Corporate Credit Cards.

Option 2 – Two-Payment Plan

I enclose a check/money order, payable to **BC Member Org** for 50% plus the registration fee of \$25. I will deliver a check/money order for the remaining amount due by 2:00pm on January 31st.

Credit Card charges must be made in person at the Preparatory Center Office, 234 Roosevelt, Brooklyn College. The first charge will include 50% plus the registration fee of \$25. The second charge (made in person) will include the remaining amount due and will be charged in person by 2:00pm on January 31st.

We no longer accept Discover, Diners Cards, or Corporate Credit Cards.

Payment Plan Due Dates

Payment 1: Deposit upon registration: 50% of payment plus registration fee by January 20, 2017

Payment 2: Remaining amount due (50%) by 2:00pm January 31, 2017

You will be provided with an itemized invoice after registration. The total tuition bill does not include the registration fee of \$25. If paid in full by January 20th, the registration fee (\$25) is waived.

TOTAL COST (from page 1): \$ _____

Registration contract: I acknowledge and agree that all of the information provided above is true and accurate. I have read the Policies and Procedures page below, and understand the contents completely. 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: _____

Policies and Procedures

Enrollment

Students enrolled at the Brooklyn College Preparatory Center for Performing Arts (Preparatory Center) cannot be concurrently studying the same instrument or discipline at another institution, or with another private teacher, without informing the Acting Director and teacher at the Preparatory Center. Students are only permitted to change Preparatory Center teachers or classes with the approval of the Acting Director.

It is the responsibility of the parent or an adult student to notify the Acting Director when problems arise, whether financial, instructional, or personal. Every effort will be made to respond to the needs of each student and his or her parent(s) or guardian(s).

The Preparatory Center reserves the right to dismiss any student due to lack of interest or progress, frequent absences, frequent tardiness, behavioral problems, or failure to abide by the policies and procedures in this document, failure to pay registration, class, or lesson fees, or inappropriate behavior of financially responsible party.

The Preparatory Center reserves the right to change a student's class level during the school year to ensure his or her proper development upon the recommendation of the teacher.

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 to allow parent/guardian observation of one or more classes/lessons.

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.*

Student Attendance

Students are expected to be on time for all classes and lessons. In deference to subsequent lessons and classes, all activities will end at the scheduled time regardless of student's tardiness. Students anticipating absences from any class or private lesson must inform the Preparatory Center Office and in the case of private lessons, their private teachers as well. Notification does not exempt the financially responsible party (parent/guardian) from payment as contracted. *Teachers are not required to make up student absences.*

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 will not be allowed to take classes/lessons until all payments are up to date.

Teacher's Absence

A teacher's absences will result in a substitute teacher involving no schedule change for student, or a make-up lesson arranged by the teacher or Preparatory Center office. The Preparatory Center offers two possible dates/times for make-up lessons. Group Classes will be offered only one make-up date/time.

Withdrawals and Refunds

Withdrawal from the Preparatory Center must be made in writing to the Acting Director. If student withdraws by the fourth class/lesson in the Spring Semester, they will be refunded the remaining tuition. Registration fee is not refundable.

Policies and Procedures continued

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 financially responsible party (parent/guardian) will receive an I.D. card upon registration.

Parent/guardian must accompany student to and from classes and must remain at the Preparatory Center during the classes due to possible events including, but not limited to child's emotional or physical discomfort, restroom needs, fire alarms, or any other event. To ensure student's safety, parent/guardian must accompany the child to the classroom door and be present at the classroom door at end of class. Teachers and other Preparatory Center staff members are not permitted to escort children from one part of the campus to another.

Brooklyn College Campus closes at 6:00pm on Saturdays, and therefore no classes/lessons can take place after 6:00pm. The Preparatory Center hours class schedule begins at 9:00am Saturday and Sunday, and at 10:00am Tuesday through Friday.

Emergency Closing

Closing due to bad weather is posted on the Brooklyn College website at www.brooklyn.cuny.edu. Parent/guardian/student 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.

Please note: if the campus is closed, the Preparatory Center will be closed as well.

Media Release

By signing the contract/registration form, parents/guardians and adult students agree to the Preparatory Center's use of audio and video recordings as well as photographs for archival and promotional purposes. Parents/guardians/adult students agree to waive all rights to object to such use, unless written notice is given to the Acting Director that such use may not be made.