

Preparatory Center for the Performing Arts at Brooklyn College
Spring 2016 Registration Form
(Spring classes begin Friday, January 29)

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. 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.

STUDENT INFORMATION	<i>New Student</i>	<i>Returning Student</i>
Student's Name: <i>Last name</i>	<i>First name</i>	
Gender: male female	Date of Birth:	
School:	Grade (<i>Sept. 2015</i>):	
Parent or guardian 1: <i>Last name</i>	<i>First name</i>	<i>Relationship:</i>
Parent or guardian 2: <i>Last name</i>	<i>First name</i>	<i>Relationship:</i>
Mailing Address:		
E-mail:		
Primary Contact:		
Telephone numbers: <i>Home</i>	<i>Work</i>	<i>Cell</i>
<i>(Please check box with preferred phone number)</i>		

PRIVATE LESSONS

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

Instrument:	Teacher:
Please indicate preferred days and times (check box):	
Preferred Day: M T W TH F SA SU	
Preferred time: #1	#2 #3
Preferred Length of Lesson:	30 minutes 45 minutes 60 minutes Cost: \$

CLASSES

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

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

Option 1- Payment in Full

You will be provided with an itemized invoice in January 2016. The total tuition bill does not include the registration fee when calculating discounts.

TOTAL COST (from page 1): \$

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

Please charge my Visa/MC/Amex card #

Exp. date:

CV2 code (3-digit code on the back of the card):

Signature

Date

Option 2- Three-Payment Plan

You will be provided with an itemized invoice in January 2016.

Those that elect to pay in installments may pay by credit card, check or money order but must have a credit card number on file with the Prep Center. 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: 1/3 payment + Registration fee

Payment 2: Mar 15, 2016

Payment 3: Apr 15, 2016

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

Please charge my Visa/MC/Amex card #

Exp. date:

CV2 code (3-digit code on the back of the card):

Signature

Date

How did you hear about us? (check box)

Brooklyn Parent

Brooklyn Family

BC Conservatory of Music

Brooklyn College website

Word of mouth

Facebook

Other

Registration contract: I acknowledge and agree that all the information provided is true and accurate. Please read our policies and procedures on the following page. This form needs to be signed and submitted with the registration form.

Signature

Date

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. Students are only permitted to change teachers or classes 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. Although we try to offer a schedule that is convenient for everyone, proper placement of the student is essential and must be given top priority. *Any changes in schedules must be arranged through the office, not with the instructor.*

Student Attendance

Students must make every effort to be on time for all classes and lessons as a courtesy to the students who follow them, and to their teachers. 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.*

Faculty 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 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. Faculty members 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

If there is bad weather, please access the Brooklyn College website, www.brooklyn.cuny.edu or call the Security office at 718-951-5511 to find out if Brooklyn College is open. If the campus is closed, the Prep Center will be closed. If the campus is open, the Prep Center will be open as well. Please note that if the Prep Center is closed for bad weather, an effort will be made to have a make-up day. However, a make-up day is not guaranteed because of the complexity of faculty and families' schedules.

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				