

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

Option 1- Payment in Full

The deposit will be subtracted from the total.

Option 2- Payment Plan

Those that elect to pay in installments must register with a credit card. Your signature on the Registration Form constitutes your agreement for the Prep Center office staff and/or the automated tuition payment system to charge your credit card on the due date. You may choose to bring a check or money order to replace the credit card payment before the due date. No exceptions are made to this policy. **Please note that your credit card may be charged up to 5 days after the scheduled payment date.**

Payment Plan Due Dates

Payment 1: Upon registration: \$250
Payment 2: Dec 10, 2018: balance

Payment Method

- I would like to pay with my credit card
- I enclose a check/Money Order, payable to **CUNY BC Dept. Receipts**

For applications with the 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

Facebook

Brooklyn Family

BC Conservatory of Music

Word of mouth

Brooklyn College website

Other _____

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, James Hall, Tow PAC, 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 lessons. 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

The \$250 deposit is non-refundable and is due with application. The balance is due on or before Monday December 10, 2018. All payments including the deposit will be refunded in full if the student is cast in a Brooklyn College Theater Department production and is scheduled to rehearse between January 14 – 18, 2019, or in case of under-enrollment to the workshop.

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 along 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. 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 | | | |