



Preparatory Center for the Performing Arts

2019-2020 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.
 Checks/money orders should be made payable to CUNY BC Dept. Receipts. Please note: we do not accept cash.
 Should you have any questions, please call (718) 951-4111.

STUDENT INFORMATION

New Student Returning Student

Student's Last Name:		First Name:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:	
School:		Grade (<i>Sept. 2019</i>):	
<i>Parent or guardian 1 will be used for office communication</i>			
Parent or Guardian 1, Last Name:		First Name:	Relationship:
Phone Number:		E-mail:	
Parent or Guardian 2, Last Name		First Name	Relationship:
Phone Number:		E-mail:	
Mailing Address:			
Emergency Contact:		Phone number:	

PRIVATE LESSONS

New Students: *Teacher placement is made in consultation with the Prep Center Director.*

Instrument:		Suzuki Program <input type="checkbox"/> Yes <input type="checkbox"/> No		Preferred Instructor if any:	
<i>Please keep in mind that the instructors' schedules vary. We will do our best to accommodate your requests.</i>					
Preferred Days		Preferred Times:			
<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		<input type="checkbox"/> 9am-12pm <input type="checkbox"/> 10am-1pm			
<input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		<input type="checkbox"/> 11:30am-2:30pm <input type="checkbox"/> 1pm-5pm <input type="checkbox"/> 3pm-7pm			
<i>(Returning students only)</i> I am requesting the same lesson time as the 2018–2019 School Year <input type="checkbox"/> Yes <input type="checkbox"/> No					
Additional Notes:					
Length of Lesson: <input type="checkbox"/> 30 minutes <input type="checkbox"/> 45 minutes <input type="checkbox"/> 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)	\$
TOTAL COST	\$

TUITION PAYMENT

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

Option 1- Payment in Full

Option 2- Two-Payment Plan

Those that elect to pay in installments must register with a credit card by visiting or calling the Prep Center office. 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.

Payment Plan Due Dates

Payment 1: Upon registration: Deposit

Payment 2: Oct 15, 2019

Payment 3: Nov 15, 2019

Payment 4: Dec 15, 2019

Payment 5: Jan 15, 2020

Payment 6: Feb 15, 2020

PAYMENT METHOD *(please check off one of the options)*

I would like to pay with my credit card

(For credit card applications to take effect, please call or visit the Prep Center office to register with your credit card.)

I enclose a check/Money Order, payable to **CUNY BC Dept. Receipts**

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: _____

First day of classes:

Sunday- Sept 22

Tuesday- Sept 24

Wednesday- Sept 25

Thursday- Sept 26

Friday- Sept 27

Saturday- Sept 28

Last day of classes:

Sunday- May 31

Tuesday- May 26

Wednesday- June 3

Thursday- June 4

Friday- June 5

Saturday- June 6

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/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.
- No more than one Preparatory Center scholarships and/or discounts can be combined for the same lessons/classes/ensembles.

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

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 a Preparatory Center pass, which can be acquired from the Preparatory Center Office, for access to the campus. Each registered student and the registering parent will receive a pass along with the student's schedule and tuition payment plan. 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 _____

Tuition Payment

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

Registration and Filing

Created/Processed by	DATE
Registration	
Schedule	
Roster	
Chart	
Invoice	
E-mail	
Global Payments	

Additional Notes: