



Kate M. Ransom, *President & CEO*

**Office Use Only**

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Method of Payment:  Visa/MasterCard/Discover/Amer. Express  
 Check # \_\_\_\_\_  
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# REGISTRATION FORM 2017-2018

To enroll, please review the Enrollment policies, complete and sign this form, and submit with a \$75 nonrefundable deposit to the branch at which your classes will be held.

- Wilmington Branch** plus Hockessin, Lansdowne & Pike Creek: 4101 Washington St., Wilmington, DE 19802 (302) 762-1132, (302) 762-3422 (fax)
- Milford Branch** plus Dover & Lewes: 23 Walnut St., Milford, DE 19963 (302) 422-2043, (302) 422-3340 (fax)

### STUDENT

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Birth Date \_\_\_\_\_ Grade in Sept. \_\_\_\_\_  
 School \_\_\_\_\_

### PERSON RESPONSIBLE FOR PAYMENT

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

### PARENT 1 OR ADULT STUDENT *(address & phone same as student)*

Name \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Email \_\_\_\_\_

### PARENT 2 OR ADULT STUDENT SPOUSE *(if different than Parent 1)*

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Email \_\_\_\_\_

**SIBLING** *(if already enrolled at Music School)* \_\_\_\_\_

### PRIVATE LESSONS

Instrument \_\_\_\_\_ Instructor \_\_\_\_\_  Suzuki Academy  
 Lesson Day:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Senior Program Special  
 Lesson Time \_\_\_\_\_ Lesson length:  30 minutes  45 minutes  60 minutes

Instrument \_\_\_\_\_ Instructor \_\_\_\_\_  Suzuki Academy  
 Lesson Day:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Senior Program Special  
 Lesson Time \_\_\_\_\_ Lesson length:  30 minutes  45 minutes  60 minutes

### CLASSES/ENSEMBLES

	Instrument	Day	Time
1. _____			
2. _____			

### REFERRAL INFORMATION

I was referred by \_\_\_\_\_  
 I referred \_\_\_\_\_

### PHOTO RELEASE *(please see photo release policy on the reverse of this form)*

**I give permission** for the Music School to use the above-named student's photo/image.  
 **I DO NOT give permission** for the Music School to use the above-named student's photo/image.

### ADDITIONAL INFORMATION—To help us better serve our community, please answer the following questions. This information is voluntary.

Does this student have any special needs or disabilities?  No  Yes (please specify): \_\_\_\_\_  
 What is the student's race/ethnic background?  
 African-American  Caucasian  Native American  Friend/Family  Print Advertisement  Music School publication  
 Asian  Hispanic/Latino  Pacific Islander  Radio/Television  Print Article/Feature  Music School website  
 Other (please specify): \_\_\_\_\_  Other (please specify): \_\_\_\_\_

**By signing this form, I agree to The Music School of Delaware's Enrollment/Photo Release Policies on the reverse of this form.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please refer to the registration instructions on the second page of this form.*



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## ENROLLMENT POLICIES & INFORMATION (from 2017-2018 Info Guide)

### REGISTRATION & ENROLLMENT

Enrollment for lessons, classes and ensembles is for the entire academic year (September to June) unless otherwise indicated in class descriptions. Registration is ongoing throughout the academic year and tuition will be prorated as applicable. A \$75 nonrefundable deposit is required at time of registration. The deposit will be applied to the registration fee and other charges as they occur. A registration fee of \$35 is charged to each student; a second student in the same family is charged \$25 and additional students in the same family will not be charged a registration fee. Summer registration, after the early enrollment date, requires a \$20 summer processing fee. To register, contact the appropriate branch. All class times/teachers are subject to change. The Music School reserves the right to cancel classes due to insufficient enrollment.

### ATTENDANCE

Regular attendance is expected of all students. No private lesson will be made up except for:

- Student illness: the Music School must be notified by 10:00 am on the day of the lesson to qualify for a make-up lesson. Only one lesson per semester (two per academic year) will be made up.
- Teacher absence: Any lesson missed as a result of the teacher's absence will be made up.
- Emergency school closing: When inclement weather forces the cancellation of activities, all lessons/classes will be made up whenever possible.

### Make-up Lessons & Classes

Credits in place of a make-up lesson/class will be offered at the sole discretion of the Music School.

**MAKE-UP LESSONS:** Teachers will offer two alternatives for make-up days before lessons are forfeited.

- All make-up lessons are arranged through the instructor.
- All make-up lessons for student illness will be forfeited upon early withdrawal.
- Two lessons missed by the student without prior notification may result in discontinuance without refund.

**MAKE-UP CLASSES:** Make-up classes will be offered only in the event of teacher cancellation or emergency school closing.

### BILLING & PAYMENT SCHEDULE

Private instruction enrollment is for the entire academic year (four 9-week quarters). Enrollment for classes, ensembles and the Suzuki Academy is for the entire academic year (two semesters from September to June) unless otherwise indicated in class descriptions. Bills are mailed three weeks prior to the start of each quarter/semester and are payable by the beginning of the term. Unpaid bills may result in the suspension of lessons/classes, and balances must be paid in full prior to registering for a new year or for additional lessons/classes. Questions regarding billing or current account information should be directed to the Business Office. Tuition rates and related materials charges are detailed in the Information Guide. Each student is assessed a \$75 nonrefundable deposit, which is applicable toward all charges, including the registration fee (\$35 for the first student, \$25 for a second student in the same family and additional students in the same family will not be charged a registration fee). ALL RETURNED CHECKS WILL BE ASSESSED A \$25 FEE WITHOUT EXCEPTION.

### Refunds/Discontinuance Policy

Discontinuance without penalty only occurs mid-year between the fall and spring semesters and requires advance written notice to the Music School before the beginning of the second semester. Notice to the teacher is not sufficient. Should discontinuance be elected by the student/family for any reason, a completed and signed Discontinuance Form must be on file at the Music School. Forms are available from the Wilmington and Milford Branch front desks. The Music School may impose discontinuance upon any student in the event of excessive absence or late payments. Enrollment is for the entire academic year unless otherwise indicated in class descriptions.

### Refunds/Discontinuance Policy (continued)

- Students ceasing private lessons or classes prior to the end of a semester (two quarters) are still liable for the full semester's tuition.
- All make-up lessons for student illness will be forfeited upon early withdrawal.
- No refunds are given for class/ensemble tuition after the start of the first class or rehearsal.
- No refunds are given for materials fees, registration fees or the \$75 deposit (exception below).
- If the Music School cancels a class/ensemble due to low enrollment and a student does not enroll in a different class/ensemble, the \$75 deposit and any applicable fees will be refunded.
- Discontinuance imposed by the Music School for poor attendance is not subject to any refund, and balance due for the semester shall remain payable.
- Temporary discontinuance may be elected if a student should miss three or more consecutive lessons due to an extreme case of illness (e.g., broken bone). The Wilmington Branch Registrar or Milford Branch Director must be informed of the exact dates of absence before the temporary discontinuance begins. Notice to the teacher is not sufficient. Tuition is paid in full for all missed lessons. The teacher is obligated to make up half of the missed lessons.

### FINANCIAL ASSISTANCE

Financial Aid Application Forms are available at the Wilmington or Milford Branch front desks or from the Business Office. To be considered for financial assistance, the student/s must be registered for lessons/ensembles/classes (including the \$75 deposit) and a completed Financial Aid Application Form (including the required supporting documentation) must be submitted to the Business Office. The application cannot be processed until all documents have been received. Financial Aid Applications must be submitted each academic year, even if the student has received assistance in the past.

Financial assistance is awarded subject to availability of funds. Awards are based on need as documented by the Music School Financial Aid Application. Requests for financial assistance are scored by the Business Office and approved by the President & CEO. Based upon the scoring, award amounts are allocated within the available and budgeted resources of the school. Financial assistance is applied to the student's bill each quarter/semester, resulting in a reduced fee for lessons/classes actually attended by the student.

### CHILD SAFETY AND CONDUCT

Signing on the front of this form indicates the parent/guardian's understanding and agreement as follows: For students under 18 years of age, a parent, guardian (or other responsible adult designated by the parent) should accompany the child while at Music School instructional or other activities. Responsibility for each child's safe arrival, departure and for the child's safety and appropriate behavior while at Music School instructional locations and activities (on or off school premises) rests solely with the parent or the parent's designated accompanying adult. Please see the Information Guide 2017-18 for additional information about child safety.

### SPECIAL NEEDS/DISABILITIES

The Music School serves people with special needs and developmental or physical disabilities. When registering, those with special needs or circumstances are asked to volunteer pertinent information so that the best placement can be made for the student. Music School facilities are ADA compliant, and an elevator permits easy access to the second floor of the Wilmington Branch.

### PHOTO RELEASE

By checking 'I give permission' on the front of this form, you give The Music School of Delaware and their legal representatives and assigns the right and permission to publish, without charge, any photographs/images of the student taken at The Music School of Delaware or at off-site Music School functions. You release all claims with respect to copyright ownership and publications including any claim for compensation related to use of the materials. Photos/images may be used in a current year or future year in print, electronic or video format, including but not limited to newsletters, brochures, flyers, press releases, advertising, the annual information guide, the school's website and Facebook page, and other promotional materials. The information provided is held in confidence and photos are never sold.

**Early Childhood policies and additional information can be found on our website at [www.musicschoolofdelaware.org/policies](http://www.musicschoolofdelaware.org/policies)**



## REGISTRATION INSTRUCTIONS 2017-2018

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### GENERAL REGISTRATION

For all lessons, classes, workshops, ensembles and Music Therapy offerings. See below for Early Childhood registrations.

- All registrations must be accompanied by a **\$75 non-refundable deposit** (unless participating in early bird discounts below).
- Register online at [www.musicschoolofdelaware.org/register](http://www.musicschoolofdelaware.org/register) and pay your deposit securely online with a credit card, or submit the attached registration form with a cash, check or credit card deposit by mail or at any branch.
- Complete a registration form for each student. More forms are available on our website or at the Front Desk of either branch.
- If you would like to register for a class or ensemble that requires an audition, please call the Front Desk of the corresponding branch to schedule it before submitting a registration.
- The Music School will mail you a record of confirmation.

### REGISTER NOW FOR **EARLY BIRD DISCOUNTS!**

#### REGISTER BY **AUGUST 15, 2017** and receive the following:

If registering for **private lessons:**

**Pay \$300** at the time of registration and receive a **\$10 discount**.

If registering for **classes/ensembles:**

**Pay \$200** at the time of registration and receive a **\$10 discount**.

If registering for **private lessons AND a class/ensemble:**

**Pay \$500** at the time of registration and receive a **\$20 discount**.

If registering for **Suzuki Academy:**

**Pay \$500** at the time of registration and receive a **\$20 discount**.

### EARLY CHILDHOOD CLASS REGISTRATION

- All registrations must be accompanied by a **\$75 non-refundable deposit**.
- Register online at [www.musicschoolofdelaware.org/register](http://www.musicschoolofdelaware.org/register) and pay your deposit securely online with a credit card, or download the Early Childhood registration form at [www.musicschoolofdelaware.org/register](http://www.musicschoolofdelaware.org/register) and submit it with a cash, check or credit card deposit by mail or at any branch.
- Complete a registration form for each student.
- The Music School will mail you a record of confirmation.

**Financial Aid application forms are available at the Front Desk.**

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[www.musicschoolofdelaware.org](http://www.musicschoolofdelaware.org)

Wilmington Branch • 302-762-1132 • fax 302-762-3422  
4101 Washington St., Wilmington, DE 19802

Milford Branch • 302-422-2043 • fax 302-422-3340  
23 Walnut St., Milford, DE 19963

## FAMILY & FRIENDS

The Music School hosts many special music events that may be of interest to grandparents or other family/friends. Please complete this form so that we can notify them of upcoming events. Thank you for your assistance!

**Name** \_\_\_\_\_ Relationship \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**Name** \_\_\_\_\_ Relationship \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**Name** \_\_\_\_\_ Relationship \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
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**Name** \_\_\_\_\_ Relationship \_\_\_\_\_  
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