

**Student** First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

Gender: M | F Date of Birth: \_\_\_\_\_ Home Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ PRIMARY CONTACT PHONE: \_\_\_\_\_

PRIMARY EMAIL: \_\_\_\_\_

**#1 Parent/Guardian (P/G)** First Name: \_\_\_\_\_ #1 P/G Last Name: \_\_\_\_\_

#1 P/G Mobile Phone: \_\_\_\_\_ #1 P/G Relation to Student: \_\_\_\_\_

#1 P/G Email: \_\_\_\_\_

#1 P/G Employer: \_\_\_\_\_ Title: \_\_\_\_\_

**#2 Parent/Guardian (P/G)** First Name: \_\_\_\_\_ #2 P/G Last Name: \_\_\_\_\_

#2 P/G Mobile Phone: \_\_\_\_\_ #2 P/G Relation to Student: \_\_\_\_\_

#2 P/G Email: \_\_\_\_\_

#2 Employer: \_\_\_\_\_ Title: \_\_\_\_\_

**Emergency Contact** (*other than parent*):

\_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Which Parent/Guardian will attend class with the student? \_\_\_\_\_

Any special needs or medical concerns/limitations: \_\_\_\_\_

Does the student have any instrumental experience? \_\_\_\_\_ # Years \_\_\_\_\_ Which instrument? \_\_\_\_\_

We gather demographic information about the community we serve.

Black or African-American  Asian  White  Latino/Hispanic  Native Hawaiian/Pacific Islander

Other \_\_\_\_\_

**How did you hear about us?** (*Please circle one*)

Passed by \_\_\_\_\_ Family already enrolled \_\_\_\_\_ Formerly a student \_\_\_\_\_ Facebook \_\_\_\_\_ Twitter \_\_\_\_\_ Yelp \_\_\_\_\_

Event (*please specify*): \_\_\_\_\_

Word of Mouth (*please specify*): \_\_\_\_\_

Brochure/Flyer (*please specify*): \_\_\_\_\_

Online search (*what did you search for?*): \_\_\_\_\_

Other (*please specify*): \_\_\_\_\_

**Parent/Guardian Authorization:**

I acknowledge and have read the policies on the reverse side of this document.

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

(Printed Name)

# Student Policies

## 72-Hour Enrollment Notice

Students must return the completed registration form and remit payment at least 72 hours before they attend their first class or lesson. This allows for necessary administrative and scheduling accommodations. We cannot guarantee that a class or lesson will meet without this advanced notice.

## Parent/Caregiver Participation

Parent/Caregiver involvement is essential to the success of the student. Parents/caregivers are required to attend and actively participate in all lessons and classes and continue with practice at home. At least one parent/caregiver must be present for each class or lesson.

## Student Supervision

Students must be under the supervision of a parent/caregiver at all times while at ChiME unless otherwise indicated.

## Tuition Payments

In order for a student to participate in a class or private lesson his/her tuition must be current (see payment tuition payment options below). Families who are unable to pay tuition by the due date(s) should contact ChiME to discuss alternative possibilities.

## Tuition Payment Options

There are 3 payment options available for tuition:

### Option A

Pay tuition in full at time of registration. Option A is the only option available to families enrolling in enrolling in 9-week classes or summer camps.

### Option B

Option B requires an initial payment of 50% of the total tuition and fees for the semester due at the time of registration. The balance will be due half-way through the semester (November 1 for Fall Semester, April 1 for Spring Semester)

### Option C

Option C requires an initial payment of 25% of the total tuition and fees for the semester due at the time of registration. The balance due will be divided evenly into 3 remaining payments due October 1, November 1, and December 1 for Fall Semester (March 1, April 1, and May 1 for Spring Semester).

## Registration Fee

For each class session, there will be a one-time registration fee of \$3 for students enrolled only in 9-week classes and \$6 for all other students. This fee cannot be waived and applies regardless of whether a student is only enrolled for a partial semester.

## Private Lesson Schedule Retention

Weekly reserved private lesson times will be retained as long as the student's tuition is current. In the event that tuition is not current, and the student has not communicated with ChiME to discuss alternative possibilities, ChiME will not retain a student's weekly reserved private lesson time.

## Attendance

Regular, on-time attendance is expected of all students. If possible, parents/caregivers should notify ChiME at least 24 hours in advance of any absence.

## Make-Up Classes

Students may make-up missed classes by attending another class of the same level within the same session of the missed class. Make-up classes must be scheduled in advance by contacting ChiME. Make-up classes cannot be carried over to future sessions.

## Make-Up Lessons

When students miss their reserved lesson time, make-up lessons are not guaranteed, and very unlikely to be offered due to the schedules of our teaching artists. In the event that a teaching artist cancels lessons, they will offer a make-up at a time that's convenient for the student. In the case that this is not possible, a credit for the lesson will be placed on your account. If you feel that your student is experiencing a serious extenuating circumstance, please discuss it with your teaching artist or the Program Director. Summer Session private lessons that have been scheduled with your teaching artist represent a commitment from all parties. Thank you for understanding that no refunds can be provided for cancellations within 72 hours of the scheduled lesson.

## Class Sizes

Class size is limited to maintain the quality and integrity of our learning environment. Classes are filled on a first-come, first-served basis. Classes must meet minimum enrollment by the conclusion of the first class in order to continue as scheduled.

## Class Cancellation

ChiME may cancel classes due to insufficient enrollment. If a class is cancelled, notification will be given after the first week of class and every effort will be made to place the student in another appropriate class. If ChiME is unable to place the student in another appropriate class, a pro-rated refund will be provided.

## Withdrawing from ChiME

If you need to withdraw from classes, private lessons, or summer camps at ChiME, please contact the front desk. Full tuition will be refunded for class registrations cancelled before classes begin. After classes have begun, the unused portion of tuition will be refunded. Full tuition will be refunded for summer camp registrations cancelled until May 1. 50% of tuition will be refunded for summer camp registrations cancelled between May 1 and two weeks before the camp. No refund will be available for summer camp registrations cancelled within two weeks of the camp.

## Photo and Recording Release

ChiME may take photographs and/or produce audio or video recordings of classes or other Center-related events which may be used by the Center for promotional or educational purposes. By enrolling in classes or lessons at ChiME and acknowledging receipt of ChiME's student policies you: (i) grant to the Center, its legal representatives, authorized agents and assigns, the absolute right to copyright and use in any medium any and all such photos and recordings in which the Student named on the front of this form and his/her Parent(s) or Caregiver may appear; (ii) waive any rights that such Student or his/her Parent(s) or Caregiver may have to inspect or approve such photos and recordings prior to publication by the Center; (iii) acknowledge that you have carefully read and that you understand this release, and (iv) represent that you are legally authorized to sign this release on behalf of the Student named on the front of this form.

Please sign the acknowledgement on the front of this form to indicate you have read these policies.