

Registration Form 2017-2018

**required fields

**STUDENT NAME		DATE OF BIRTH	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
SCHOOL		GRADE		
NAME(S) OF PARENT(S) / GUARDIAN(S) OF **STUDENTS UNDER 18				
MAILING/STREET ADDRESS				
CITY		STATE	ZIP	
**HOME PHONE	**CELL PHONE	**EMAIL ADDRESS		
PARENT'S / GUARDIAN'S EMPLOYER		WORK PHONE		
PARENT'S / GUARDIAN'S EMPLOYER		WORK PHONE		
REQUESTED TEACHER		LENGTH OF LESSON		
INSTRUMENT/CLASS NAME				
PREVIOUS STUDY				

Preferred Scheduling (Mon-Sat) We will do our best to find a convenient time for you. Please list days & times you are available:

1. _____
2. _____
3. _____

Times when you are not available:

All programs are subject to minimum/maximum enrollment. **NOTE: Scheduling is arranged upon receipt of all fees, either in full, or first installment of a payment plan. If scheduling cannot be arranged satisfactorily, your tuition and registration fee will be refunded.**

Payment Policy

3-installment plan, available to students registered for at least 27 weeks of private instruction. Please call the office for other plan options. All payment plans **MUST** have an authorized credit card on file to guarantee payment. There are additional fees for all payment plans.

* Registration fee is \$30 for first student, \$20 for a second student; maximum \$50 for family. See Discount Information box on page 11. **Note: The registration and \$35 plan fee, plus first installment are payable at the time of registration. We will charge your credit card for all subsequent installments on payment due dates, indicated on your registration form.**

We will accept cash or checks for the installment payments if they reach us before the due date, but we must have credit card authorization on file to guarantee payment. Please keep a record of your charge dates. We do not bill or send reminders! **There is a \$30 fee for returned checks, and a \$15 late fee if a payment is two weeks past due.**

Tuition fees are listed on back of page

Private Lesson: *Instrument/voice*

_____ \$ _____

Private lessons can start at any time during the year and are prorated at the time of

Classes/Clubs/Ensembles/Workshops:

_____ \$ _____

_____ \$ _____

Instrument rental

Instrument _____ \$ _____

Total instructional fees \$ _____

Non-refundable registration * \$ _____

Payment plan fee \$ _____

Applicable discount (On back of page) \$ _____

Total payment due \$ _____

Payment Method

- in full by check, enclosed
- in full by MC / Visa / Discover / AmEx
- in part by MC / Visa / Discover / AmEx

CREDIT CARD NUMBER _____ EXP DATE _____ CV# _____

AUTHORIZED SIGNATURE FOR CREDIT CARD _____

I have read and understand the School Policies, on back of page.

**** Release:** I allow the Berkshire Music School the use of any photographs, video, art work, and recordings made at the School or for School functions. I understand and accept the policies of the Berkshire Music School.

** AUTHORIZED SIGNATURE FOR REGISTRANT _____

DATE _____

THIS BOX IS FOR OFFICE USE ONLY

Number of lessons in contract _____

PAYMENT IN FULL

\$ _____ cc ck csh

INSTALLMENT PLAN

1st installment (+ registration & \$35 plan fee)

\$ _____ cc ck csh

2nd installment due _____

3rd installment due _____

I learned about BMS from: _____