



Kate M. Ransom, President & CEO

Office Use Only
Account #
CC
Date
Balance?
Check/Receipt #
Amount
Clerk

REGISTRATION FORM 2021-2022

Please review the enrollment policies, complete and sign this form, and Early Childhood material sheet (if applicable) for each student, and submit with a nonrefundable \$30 deposit per lesson/class/ensemble and one-time \$45 registration fee.

STUDENT

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

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

PERSON RESPONSIBLE FOR PAYMENT

Name
Street Address
City
State
ZIP
Phone
Email

SIBLING (if already enrolled at Music School)

PRIVATE LESSONS

Yes, I would like to sign up for a Musicianship class (free with non-Suzuki Private Study)

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

EARLY CHILDHOOD/CLASSES/ENSEMBLES

Instrument (if applicable) Day Time

1.
2.

REFERRAL INFORMATION

I was referred by
I referred

MEDIA RELEASE (please see release policy on the reverse of this form)

I give permission for the Music School to use the above-named student's audio/image.
I DO NOT give permission for the Music School to use the above-named student's audio/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 Asian Hispanic/Latino Pacific Islander
How did you learn about the Music School? Already enrolled Print Advertisement Music School publication Friend/Family Print Article/Feature Music School website Radio/Television Other (please specify)

By signing this form, I agree to The Music School of Delaware's Enrollment/Media Policies on the second page of this packet.

Signature Date

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



EARLY CHILDHOOD MATERIALS ORDER FORM 2021-2022

Student Name _____

Class Day & Time _____

Parent/Guardian Name _____

Materials are required for all classes. Sibling materials only required for Music Makers classes. Check the appropriate blank below and return this with your registration form and deposit. Registrations occurring after the 3rd week of classes are subjected to an additional \$5 material late fee. Charges will appear on your bill. Any changes in your order must be made in writing.

MUSIC FOR LITTLE ONES (Wilmington)

- | | | |
|---|---|---|
| <input type="checkbox"/> Fall \$42 per new student | <input type="checkbox"/> Spring \$42 per new student | (parent song book, CD/downloads, instruments) |
| <input type="checkbox"/> Fall \$34 per returning student | <input type="checkbox"/> Spring \$34 per returning student | (parent song book, CD/downloads) |

FAMILY MUSIC (Wilmington and Skyline)

- | | | |
|--|--|---|
| <input type="checkbox"/> Fall \$34 per student | <input type="checkbox"/> Spring \$34 per student | (parent songbook, CD/downloads) |
| <input type="checkbox"/> Fall \$15 optional baby set | <input type="checkbox"/> Spring \$15 optional baby set | (rattle, sticks, scarf) |
| <input type="checkbox"/> Fall \$24 optional toddler set | <input type="checkbox"/> Spring \$24 optional toddler set | (rhythm sticks, bells, finger cymbals, scarves) |

TOTS ROCK! (Wilmington and Milford)

- | | | |
|---|---|---|
| <input type="checkbox"/> Fall \$34 per student | <input type="checkbox"/> Spring \$34 per student | (parent songbook, CD/downloads) |
| <input type="checkbox"/> Fall \$24 optional instrument set | <input type="checkbox"/> Spring \$24 optional instrument set | (rhythm sticks, bells, finger cymbals, scarves) |

PRELUDE PROGRAM (Wilmington)

- | | | |
|---|---|---|
| <input type="checkbox"/> Fall \$36 per student | <input type="checkbox"/> Spring \$36 per student | (CD/downloads, parent book, instrument) |
|---|---|---|

DISCOVERING MUSIC (Wilmington, Skyline, and Milford)

- | | | |
|---|---|--|
| <input type="checkbox"/> Fall \$45 per family | <input type="checkbox"/> Spring \$45 per family | <input type="checkbox"/> BOTH \$82 (if purchased together)
(CDs/downloads, parent book, listening cards) |
| <input type="checkbox"/> Fall \$42 optional instrument set | <input type="checkbox"/> Spring \$42 optional instrument set | (sticks, bells, finger cymbals, scarves, drum) |

MUSICAL EXPLORERS (Wilmington, Skyline, and Milford)

- | | |
|---|--|
| <input type="checkbox"/> \$112 per student for year | (4 folders with music, pictures, notation cards) |
| <input type="checkbox"/> \$56 per sibling for year | (optional, 4 folders, pictures, notation cards) |

MUSIC MAKERS, Year I (Wilmington, Skyline, and Milford)

- | | |
|---|--|
| <input type="checkbox"/> \$120 per student for year | (2 folders with music, song pages. Also includes Keyboard book 1, 2 CDs/downloads, notation cards. Parent guide included.) |
| <input type="checkbox"/> \$25 per sibling for year | (piano book and notation cards) |

MUSIC MAKERS, Year II (Wilmington)

- | | |
|--|--|
| <input type="checkbox"/> \$90 per student for year | (folder with music, song pages. Keyboard Book 2, CDs/downloads, notation cards.) |
| <input type="checkbox"/> \$25 per sibling for year | (piano book and notation cards) |

KEYBOARD FOR KIDS, Year I or II (Wilmington and Skyline)

- | | | |
|--|---|--|
| <input type="checkbox"/> Year I \$120 per student | <input type="checkbox"/> Year II \$110 per student | (parent guide, 2 piano books, 4 CDs/downloads) |
| <input type="checkbox"/> Year I \$50 per sibling | <input type="checkbox"/> Year II \$50 per sibling | (2 piano books, notation cards) |

MUSIC SCHOOL ENROLLMENT POLICIES & INFORMATION

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; tuition is prorated as applicable. Unless paying in full, a \$30 deposit is required for EACH private lesson schedule, class, or ensemble at the time of registration. The deposit is nonrefundable (see exception under Refunds/Discontinuance) and secures the student's place in the roster for that program. A one-time registration fee of \$45 is charged to each student for the academic year. Registration is available online through the Programs section of our website at www.musicschoolofdelaware.org. A printable form is also available. The Music School reserves the right to cancel classes due to insufficient enrollment.

New Private Study Students

Prospective students should contact the Wilmington Branch Registrar or the Milford Branch Front Desk for an in-person or phone appointment to discuss a teacher recommendation based on the student's age, musical background, ability, goals, and scheduling preferences. Upon request, students may have a sample lesson with a prospective teacher before beginning lessons (\$25 fee for 30 minutes, due when scheduling the sample lesson). In order to be scheduled for lessons, students must be registered. To register, submit a private lesson inquiry through the Programs > Private Lessons section of our website at www.musicschoolofdelaware.org. A printable form is also available.

Virtual Private Lessons/Classes

Virtual lessons are considered comparable to in-person lessons for the purposes of make-ups or if/when in-person lessons are not possible due to public health or other safety concerns. Virtual lessons and classes are delivered by the mode agreed between the instructor and student(s). Student absence for scheduled virtual lessons will only be made up at the discretion of the instructor. Individual student absence from a scheduled virtual class will not be made up. All instructor absences will be made up. To study virtually at the Music School, the student must have: access to an internet connection and sufficient bandwidth to share and receive video transmission; an internet connected device with a camera, a microphone, and a display large enough to view the instructor and instrument or topic; and a quiet space with sufficient lighting. The student's internet connection and personal video conferencing setup are the responsibility of the student. The school is not responsible or liable for student's technology disruption, inadequate setup, or failure of functionality.

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.

EARLY CHILDHOOD ENROLLMENT

Early Childhood enrollment is for the entire academic year unless otherwise indicated in class descriptions. Registration is available online through the Programs > Classes > Early Childhood section of our website. A printable form is also available. Material fees (see last page) for classes with reduced sibling material fees or optional instrument sets will be added to the registration after initial payment has been received. All material fees are nonrefundable (see exception under Refunds/Discontinuance). Students who register after week 3 of the current semester will have a \$5 materials late fee added to their accounts. All class times/teachers are subject to change. The Music School reserves the right to cancel classes due to insufficient enrollment. All other billing and discontinuance policies apply.

Early Childhood Attendance

The Early Childhood department is dedicated to providing as much continuity as possible for students. In the event of student absence, it may be feasible to attend class at a different day or time (depending on availability) at the discretion of the Music School. Repeated absence without prior notification results in discontinuance without refund. Make-up classes can be arranged only through your teacher on an individual basis. If the teacher is ill, the Music School will make every attempt to find a substitute. Any class missed due to teacher absence will be made up. When inclement weather forces the cancellation of activities, all classes are made up whenever possible. Credits in place of a make-up class are offered at the sole discretion of the Music School.

BILLING & PAYMENT SCHEDULE

The Music School of Delaware has moved to a new registration system with a student/family portal for convenient access to invoices, payment schedules, and details on registered activities. There are two options available when registering through the new system – Pay In Full or Monthly Billing.

PAY IN FULL DISCOUNT

Students/families who pay tuition plus registration fees and any applicable material fees in full, will earn a 5% refund or discount on tuition, processed after the registration is received. Those who pay in full at the time of registration will receive a refund within 30 days. Private lesson students will receive a discount on their invoice. If full payment is not received within 30 days of invoice receipt, the discount will be removed and a monthly payment schedule set. Registration fees, material fees, and rental fees are exempt from the refund.

MONTHLY BILLING

Students/families may elect to pay the applicable deposits and registration fees per student at the time of registration, and the balance in automatic monthly payments billed on the 1st or 15th day of scheduled months. The payment schedule will be set up when the registration is processed and will be set for the period of instruction – for example, a 12-week Early Childhood class would have a 3-month payment schedule. A semester-long class would have a 5-month payment schedule. Year-long private lessons, classes, and ensembles would have a 10-month payment schedule. All schedules may be reduced if the student joins after the commencement of the course and proration of tuition is necessary. The complete payment schedule will be emailed to the student/family and is available to view at any time through the portal on the Programs section of our website at www.musicschoolofdelaware.org.

Tuition rates and related materials charges are detailed on our website and in this Info Guide. Each student is assessed a \$30 nonrefundable deposit per lesson/class, that is applicable toward tuition, and a one-time \$45 registration fee per academic year. Unpaid bills may result in the suspension of lessons/classes/ensemble rehearsals. 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. ALL RETURNED CHECKS ARE ASSESSED A \$25 FEE WITHOUT EXCEPTION.

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 N Walnut St., Milford, DE 19963

MUSIC SCHOOL ENROLLMENT POLICIES & INFORMATION (cont.)

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.

- 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 \$30 per-lesson/class 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 \$30 per-lesson/class 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

The Music School administers a financial assistance program to help ensure music excellence for everyone regardless of financial means. 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 students must be registered for lessons/classes/ensembles (having paid the \$30 per-lesson/class deposit and one-time registration fee) 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.

Financial Aid application forms are available at the Front Desk.

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 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.

MEDIA RELEASE

By granting The Music School of Delaware permission to use a student's image and related media, you are giving the Music School and its legal representatives and assigns the right and permission to use, without charge, any media recorded and/or published of the student at the Music School or at any off-site or Music School-related functions. By giving permission, you release all claims with respect to copyright ownership and publications including any claim for compensation related to use of the materials. The media (such as images, video, and audio) may be used in print, electronically, and/or on social media platforms, including but not limited to newsletters, brochures, flyers, press releases, advertising, the annual info guide, the school's website, radio, or other digital audio production (e.g., podcast), social media, and other promotional materials. The photos are never sold.

HOW TO REGISTER

- Registrations must be accompanied by a **nonrefundable deposit (\$30 per-lesson/class)** and a one-time per academic year **\$45 registration fee**.
- View our lessons, classes, and ensembles at www.musicschoolofdelaware.org/programs, select the programs you'd like to register for, create a new account, and pay securely online with a credit card or electronic check.
- Alternatively, review the programs in our Info Guide and submit the attached registration form with the nonrefundable deposit (\$30 per-class/lesson) and a one-time per academic year \$45 registration fee, by mail or at any 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 email or mail you a confirmation.

EARLY CHILDHOOD CLASS REGISTRATION

- If you are registering using a paper form, please complete the Early Childhood Materials Order Form at the end of this packet and return it with the form. Students who register after week 3 of the current semester will have a \$5 materials late fee added to their accounts.

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