



PORTLAND CONSERVATORY OF MUSIC

2018-19 ACADEMIC YEAR - REGISTRATION FORM



STUDENT'S NAME: _____

Gender: _____ Date of Birth: ___/___/___ Student's Instrument(s): _____

Parents' Name(s) (if applicable): _____/_____

Occupation (adult student or parent): _____

Home Address(es): _____

Parent/Guardian Email Address(es): _____/_____

Other family member emails** _____/_____

Phone Number(s): _____/_____

School: _____ Grade: _____

Student Health Concerns (allergies, etc.): _____

Check here if you are a returning student

**Please list grandparents or family members to add to our email list for notifications about recitals and other events.

PRIVATE LESSON REGISTRATION:

Instructor: _____

Fall and spring semesters are 16 teaching weeks each, with some breaks and holidays built in. Tuition must be paid in advance of lessons. Students are expected to register for 16 weeks of weekly lessons. Alternative schedules may be arranged with your instructor prior to registration, but require a faculty signature on this form (below). Once you have confirmed your semester schedule with your instructor, payments can be made in full or via a payment plan. To set up a payment plan, please contact the PCM Registrar. Read more about absences on reverse side.

	30 Minutes	45 Minutes	60 Minutes
COST PER LESSON	\$40	\$55	\$70
1 SEMESTER (16 Lessons)	\$640	\$880	\$1,120
2 SEMESTERS (32 Lessons)	\$1,280	\$1,760	\$2,240
_____ # of Lessons	\$ _____	\$ _____	\$ _____

Military and second family members earn a 5% discount on private lessons. All additional family members receive a 10% discount. Please note here if you are eligible:

2nd Family Member 5%

3rd+ Family Member 10% Military 5%

DISCOUNT = \$ _____

PRIVATE LESSON SUBTOTAL = \$ _____

GROUP CLASS REGISTRATION:

Name of Class(es): _____ **Cost of class(es):** \$ _____

PAYMENT:

PRIVATE LESSON Subtotal = \$ _____

GROUP LESSON Subtotal = \$ _____

REGISTRATION FEE = \$ 40.00

TOTAL DUE = \$ _____

PAYMENT OPTIONS:

Check: # _____ Cash: \$ _____

Credit Card: # _____ - _____ - _____ - _____

Exp. Date: ___/___/___ Sec. Code: _____

Signature: _____

Please note we charge a \$5 fee for each credit payment after initial payment

NOTE: PCM charges a **yearly registration fee of \$40 per student, which includes a PCM t-shirt.** This one-time (non-refundable) fee covers the entire academic year (Sept. 2018 - Aug. 2019 + summer) and allows students to take any number of private lessons and/or group classes, as well as free master classes, free use of PCM studios, and other special offerings.

By signing below you acknowledge reading PCM's "Student Policies" on the back of this form and agree to abide by all policies as written, including the use of student photos:

Check here only if you do **NOT** authorize the use of photos of this student for PCM promo materials:

SIGNATURE OF STUDENT OR PARENTAL GUARDIAN

DATE

FACULTY SIGNATURE (for alternative schedules): _____

PORTLAND CONSERVATORY OF MUSIC - STUDENT POLICIES

Registration:

All students must register with PCM and pay a yearly registration fee of \$40. This is a one-time (non-refundable) fee that covers the entire academic year, including summer, and allows students to take any number of private lessons and/or group classes, as well as enjoy free master classes, free use of PCM studios, and other special offerings. Registration comes with a PCM T-shirt, which you can pick up at our office.

Private Lesson Tuition:

Fall and Spring Semesters are 16 weeks each. Summer semester is 12 weeks. All private lessons at PCM must be paid for in advance. Students are expected to register for a full semester of weekly lessons. Registrations after the start of the semester will be prorated for weeks missed. Alternative schedules may be arranged directly with your instructor prior to registration. Schedules that differ from weekly lessons require a signature from faculty on this form. Once you have confirmed your semester schedule with your instructor, payments can be made in full or via a payment plan. Monthly payments are the minimum payment. To set up a payment plan, please contact the PCM registrar.

Private Lesson Attendance Policy:

By registering and paying for private lessons, students commit to a consistent schedule with their instructor. As such, students are expected to attend all scheduled lessons and to give as much notice as possible when a cancellation is necessary. When a student misses a class, the faculty member is still paid and the account charged. **All students are entitled to one excused absence (requiring 24-hour notice) per semester** to be made up free of charge. We specifically designate a Make-Up Week at the end of each semester for this purpose. Any additional lessons missed by the student will not be made up or reimbursed, except at the discretion of the instructor. All lessons cancelled with less than 24 hours notice will be considered unexcused and will be charged. Students will not be charged for lessons canceled by faculty, or for administrative closures or snow days. Any unused lessons at the end of the semester due to faculty cancellations or weather cancellations will be applied to the student's account.

Unaccompanied Children:

PLEASE NOTE: Children under the age of 16 **must not** be left unattended while at PCM.

PCM Closings or Teacher's Absence:

If PCM closes due to inclement weather, an announcement will be made via email and/or posted on PCM's website. All private lessons missed because of a PCM closure or an instructor's absence will be made up free of charge. If the instructor is not able to teach all paid lessons during the semester, remaining lessons will be credited to the student's account. For students who do not plan to continue, a tuition refund will be issued for all lessons cancelled due to PCM closure or instructor absence.

Multiple Family Member Discount:

PCM offers a multiple family member discount on private lessons (but not for group classes). If more than one person in an immediate family is taking private lessons at PCM, the second student in the family receives a 5% discount on private lesson tuition. The third and any additional family members receive a 10% discount.

Payment Policy:

PCM tuition may be paid by checks, cash, or credit card. One credit card payment per semester is processed for free, but additional payments will incur a fee of \$5 per transaction to cover PCM's additional cost. Portland Conservatory of Music charges a fee of \$25.00 for every returned check.

Refund Policy:

Students who wish to withdraw from lessons and receive a refund for the remaining tuition may do so by the 4th lesson, however no refunds will be given after the 4th paid lesson of that semester. **There are no refunds for Group Classes.**

Use of PCM Studios for Practice:

As a benefit to our students, PCM studios may be used for up to two hours at a time for private practice and/or rehearsals, however reservations must be made in advance by contacting the PCM Registrar. All students under the age of 16 must be accompanied by a parent or guardian during scheduled private practice and rehearsal times.

Photography of Students:

During registration, students or parental guardians will be asked to give permission for PCM to use photos, videos, and/or audio recordings of the registered student. These materials will be used solely for PCM's promotional and fundraising purposes. You may opt-out of this when registering, if you prefer.