

# Hyde Park Suzuki Institute ENROLLMENT FORM

(Please Print)

**Instrument**

**Term/Year**

## STUDENT INFORMATION

Student's Last Name:		First:	Date of Birth:	Age:	Gender: <input type="checkbox"/> F <input type="checkbox"/> M
Academic School:		Grade:			
Parent/Guardian:			Other Caregiver:		
Mailing Address:		City:	State:	ZIP Code:	
H#:		C#:	Other #:		
Email Address 1:		Email Address 2:		Email Address 3:	
Employer/Company :			Does your company have a "Matching Gift" program?		

## TUITION AND PAYMENT INFORMATION

	5%	10%	20%	
<input type="checkbox"/> Suzuki Beginner	\$600*	570*	540*	480*
<input type="checkbox"/> Suzuki Books I-III - 30 minute lesson	\$600	570	540	480
<input type="checkbox"/> Suzuki Books I-III - 45 minute lesson	\$740	703	666	592
<input type="checkbox"/> Advanced - 60 minute lesson	\$880	836	792	704
<input type="checkbox"/> Group Class _____ Included				
<input type="checkbox"/> 1 <sup>st</sup> Elective _____ Included				
<input type="checkbox"/> Additional Elective _____	\$150			
<input type="checkbox"/> Group Only	\$150			
<input type="checkbox"/> Adult Private Lessons- 30 minute lesson	\$450			
<input type="checkbox"/> Adult Private Lessons- 60 minute lesson	\$900			
<input type="checkbox"/> 2 <sup>nd</sup> Instrument _____ - 30 minute lesson	\$450			
<input type="checkbox"/> Twinkle Stars	\$150			

<b>Total Tuition</b>	_____
<b>Non-Refundable Registration Fee (1 per school year)</b>	<b>\$35.00</b>
<b>Beginner Materials Fee (\$65- One Time only)*</b>	_____
<b>Gross Total</b>	_____

Method of Payment  Visa  MasterCard  Discover  American Express  Check # \_\_\_\_\_

Credit Card # Only if paying by mail or phone Expiration Date \_\_\_\_\_ Billing Zip code \_\_\_\_\_

I affirm and witness by my signature below that I have read and understand the terms and conditions of enrollment on the reverse page and agree to abide by the rules of conduct, policy and procedures of the Hyde Park Suzuki Institute, Inc. and further to pay the amount hereon stated and be liable for any costs associated with the collection of same.

Parent or Guardian \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Tuition Payer (if different) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*For office use only*

Private Lesson Day/Time

Instructor

Group Class Day/Time

S \_\_\_\_\_ R \_\_\_\_\_ QB \_\_\_\_\_ CC \_\_\_\_\_

## Terms and Conditions of Enrollment

**Definitions:** **Registered Year**– from September to August; **Term**– one of four instructional periods during the Registered Year with lengths varying from eight (8) to fourteen (14) weeks; **Registration**– the process by which one enrolls for instruction at The Institute; **Enrollment**– the act and fact of being duly authorized and approved to receive instruction at The Institute for a registered year or any portion thereof pursuant to having satisfactorily completed registration; **Orientation**– a continuation of the registration process where parents and students are introduced to an overview of the goals, process of instruction and a facility tour at the Institute. (The student will not be enrolled unless this is completed); **Attending Parent**– the parent or guardian that is in attendance at each student lesson; **Observation**– the final stage of an initial enrollment, wherein the Attending Parent observes the instructor at the lesson(s) of an enrolled student. The student will not be enrolled unless observation is completed.

**Authorized Enrollment:** Only a parent or legal guardian of the prospective student may enroll the student at The Institute.

**Payments: Payment in full at registration is required for all persons enrolling in both private and class instruction. Installment payments, for those enrolled in private and class study, may be available up to a maximum of 2 installments in addition to a 1/3 initial payment. An installment option is not available for the Summer Term. Additionally, depending on the date of the student's registration, the option to pay in installments may not be available. Installment payments are assessed a \$7.50 fee per installment. Prompt payment is expected. The option to pay on installments is a privilege offered at the sole discretion of the Director of Administration after review of the requisite Installment Agreement. Students with overdue accounts will not be permitted to continue study until the account is brought current. A minimum \$35 fee will be assessed on all unpaid bank drafts up to the maximum allowed by law.**

**Materials Fee:** All new Suzuki Program Beginner students enrolling at The Institute will be assessed a materials fee. Continuing students may be required to purchase additional materials that are requisite for their next level of instruction. The continuing student will be made aware of such in advance of the end of the term immediately preceding the term in which such materials will be needed. The parent will be responsible for purchasing continuing materials. Materials fee is non-refundable.

**Annual Registration Fee:** Each September begins our enrollment year. Each student enrolled is assessed an annual registration fee, which is applied to the administrative costs of registering, maintaining records, producing reports and correspondence for each student. A registration fee is applied to all new registrations and is assessed annually thereafter. Registration fees are not prorated and are paid only once per year, provided that the student's enrollment is uninterrupted for the entire year. Registration Fee is non-refundable.

**Attendance:** Students are expected to attend all lessons. In the event of illness, one make-up lesson per term is allowed for students in private study. As a courtesy to the teacher, students must give a twenty-four (24) hour advance notice of any absence to avoid being charged for the lesson. Additional make-up lessons are scheduled at the teacher's discretion. No make-up sessions are provided for class study unless the teacher or the Institute has cancelled.

**Credits and Refunds: Tuition on account for unused private lessons is non-refundable. Except for official cancellation by The Institute of a class session, tuition is refundable only up to the second week of class, and a deduction will be made for any lessons and/or classes attended. Refund requests in the instance of serious illness or a family emergency must be submitted to the Director of the Institute for review and disposition. Materials are non-refundable. Materials fee is non-refundable. Registration Fee is non-refundable.**

**Withdrawal/Discontinuance:** Enrollment is on a yearly basis only. The year begins with the start of class lessons, private lessons or orientation; whichever shall come first in the month of September. The year continues through to the immediately succeeding August. Students wishing to discontinue further study must do so in writing, fifteen (15) days prior to the end of the current term. The Institute has four (4) terms: Fall/September, Winter/January, Spring/April and Summer/July. Exceptions will be granted only in cases of extended illness or emergency by authority of the Director of Administration. A \$15.00 fee will be assessed for reinstatement. The Institute may discontinue students for non-payment of fees/tuition, violation of its policy/procedures/rules of conduct, disregard of instructions from an employee of the Institute or excessive absences. Withdrawal of a student for any reason does not exempt the student's billing party from payment of charges for the remaining weeks of the term.

**Evaluation:** Students are expected to demonstrate excellent progress in their studies. To assist students in their efforts, teachers will periodically conduct evaluations. Failure to show practice, disregard for the teacher's critique, flagrant insubordination, disrespect and/or an unwillingness to attempt improvement will result in discharge from The Institute.

**Indemnity of The Institute:** Parents, guardians and all other relations or parties with a legal or other interest in the student agree to indemnify and hold both harmless and blameless The Institute, its directors, employees, agents, assigns, heirs hence or hitherto for any and all damages or injury of any kind whatsoever which might be sustained by either the student, relatives, guardians, agents, assigns or the like, which is in any way associated with the enrollment of the student and/or the performance of The Institute's obligations or duties resulting from such enrollment.

**Notice to Parents/Guardians:** The safety of your child is a priority of The Institute. Inasmuch as our staff is unable to monitor your child(ren) while not actually in the class or session, parents are expected to ensure that children are not left unattended in any waiting areas, hallways, rooms or facility areas. If you drop your child off to park your vehicle, please do so no more than 5 minutes prior to a lesson. Further notice: you give permission for the photographs or likeness (either still or motion), name, age and city of residence of the enrollee herein to be included in any and all marketing/publicity/presentation media and waive any and all rights or claims to privacy and/or remuneration.

Parents or guardians are required to attend lessons with the child.

Fees are subject to change without notice.

The Hyde Park Suzuki Institute, Inc. does not discriminate on the basis of race, color, age, nationality, gender, sexual orientation, ethnic origin or religious beliefs. The Hyde Park Suzuki Institute is a 501(c)3 non-profit organization. Our mission is to provide access to high quality musical instruction and performance opportunities to families of our culturally diverse communities in Chicago. Our outreach programs and community partnerships provide public and private schools, religious institutions, and community-based organizations an opportunity to offer excellent music instruction to students at affordable rates.