



PRIVATE INSTRUCTION REGISTRATION FORM (SHREWSBURY/AUBURN)

Please complete all information in Sections 1, 2 and 3 (front and back of this form). *Please do not leave any items blank as this may result in your registration being delayed. Enter NA if 'not applicable'.* Return with appropriate deposit and signature to: **Pakachoag Music School of Greater Worcester, 203 Pakachoag Street, Auburn, MA 01501.** Please make checks payable to: **PakMusic.** Pakachoag is unable to refund overpayments of \$15 or less. For tuition information, please refer to the separate "Schedule of Payments" form.

New students: After the initial deposit is received, tuition will be pro-rated to reflect the agreed upon start date.

Continuing students: Regardless of when registration is received, tuition will not be pro-rated. If wishing to enroll for less than the 34 week annual schedule, approval is required in advance.

Lessons begin Tuesday following Labor Day.

SECTION 1 - General Information

Student Name _____ DOB _____ Age _____ Grade _____

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If more than three students from a family attend Pak Music, please attach additional info on a separate sheet. *Thank you!*

For students under 21 years of age:

Parent/Guardian Name 1 _____ P/G Name 2: _____

Primary Address _____ City _____ State _____ Zip _____

Adult Student/Parent 1 employer _____ Parent 2 employer _____

Phone 1: (H, W, C?) _____ Phone 2: (H, W, C?) _____

Email Adult Student/Parent 1: _____ Email Parent 2: _____

For returning student(s): Has any of the information above changed since prior registration? Y N

Ethnicity & Age Range (for Grant Reporting; Information appreciated but optional) – Please answer for primary parent (P) and Child (C)

White Black /of African American Decent Asian Two or More Races

American Indian/Alaska Native Native Hawaiian/Pacific Islands Hispanic/Latino (of any race)

SECTION 2: Scheduling Information - *Please do not leave any questions blank.*

Student First Name	Instrument (s)	Length of Lesson: minutes			Teacher (if known)
		30	45	60	

1. If this is a renewal registration, please specify with regard to your past semester lesson schedule; if new or registered as new summer student* proceed to question 2; please note summer schedules are unique, and do not transfer to school year schedules.

Student 1: Past Year Length of lesson: _____ Start Time: _____ End Time: _____ Day of Week: _____

Are you able to start 15 minutes earlier this coming year? Y N 15 minutes later? Y N

For the upcoming year, do you need to request any changes? Y N (Longer lesson? ___ Different Day? ___ Different Time? ___)

Please specify desired change: _____

Student 2: Past Year Length of lesson: _____ Start Time: _____ End Time: _____ Day of Week: _____

Are you able to start 15 minutes earlier this coming year? Y N 15 minutes later? Y N

For the upcoming year, do you need to request any changes? Y N (Longer lesson? ___ Different Day? ___ Different Time? ___)

Please specify desired change: _____

Student 3: Past Year Length of lesson: _____ Start Time: _____ End Time: _____ Day of Week: _____

Are you able to start 15 minutes earlier this coming year? Y N 15 minutes later? Y N

For the upcoming year, do you need to request any changes? Y N (Longer lesson? ___ Different Day? ___ Different Time? ___)

Please specify desired change: _____

2. During the school year, what is the earliest time you can arrive for a lesson? _____

Specify any constraints you may have with regard to a finish time _____ or

constraints re: choice of day _____

3. Grade 2 and above: Are you interested in attending bi-weekly musicianship/theory classes (minimal additional charge)?

Y N If yes, do you prefer: ___ Thursdays ___ Fridays (Schedule is currently under review)

4. If No to Q 3, and you have a student aged 9 and up:

Are you interested in participating in the independent study using the on-line Theory In A Box Curriculum? Y N

5. Deposit amount enclosed (see payment info. form): \$ _____ Check No _____ Today's Date _____

SECTION 3: Policies. Please read below, sign where indicated, and return with page 1.

1. PRIORITY REGISTRATION/LESSON ASSIGNMENT: Priority registration is made available to registered families choosing to re-enroll for the upcoming session. Information will be provided to registered families prior to the close of one session/ opening of another. Following the close of pre-registration, registrations are then accepted on a first-come / first-served basis. Continuing students do not qualify for pro-rated tuition (available to new students registering after the onset of the regular schedule) regardless of start date unless specific circumstances have been approved in advance by the Director.

2. STUDENT ABSENCES: Students are eligible for one make-up for each half of the academic year for which they are enrolled (Sept. to Dec; January to June). Teachers schedule make-ups during the designated make-up week (Dec/January and June) or at another mutually agreed upon time. Missed make-ups cannot be made-up nor credited.

3. WITHDRAWAL: If you must withdraw for any reason, you will be charged for four weeks of lessons following the date written notice of withdrawal is received and confirmed by the front office. The charge applies regardless of whether you choose to take the lessons or not. Refund will be provided for any dollars outstanding after the four weeks, minus the registration fee and any other outstanding charges.

4. NON-ADULT STUDENTS: VISITING & USE OF THE PREMISES: Understanding that both 203 Pakachoag Street and FCC of Shrewsbury is accessible to the general public, your signature below confirms that you are, or your designated caregiver is, responsible to wait with your child/ren until your child's or children's assigned teacher is ready for him/her to enter his/her scheduled class or music lesson. Your signature also confirms that you acknowledge that you or your designated caregiver must be available promptly at the conclusion of the lesson or class to pick up your child/ren and that it is you, as parent, or the designated caregiver, not school staff or teachers, who is responsible for your child/ren's safety and actions at all times prior to and immediately following a scheduled lesson or class.

5. PHOTO/VIDEO RELEASE – Photo/video release permission is appreciated as Pakachoag maintains an up-to-date web site which includes student photos. The School does not identify students by name on the web site. Please X the statement that applies to your wishes and sign.

___ I give permission for myself and/or my child(ren) to be photographed, recorded and/or videotaped during school functions for school purposes and for such photos or videos to be used at any time in the future commercially by the school, including, but not limited to, postings on the Pakachoag web site and the School newsletter.

___ I DO NOT give such permission

6. CONFIRMATION OF LESSON START DATES AND TIMES: Confirmation of continuing student schedules will be provided by e-mail or snail mail by mid-August, prior to the onset of the academic year. In the event you have not received confirmation of your schedule by the third week of August, you should call the office. Scheduled lessons missed at the onset of the academic year will not be credited. New Students enrolling after the onset of the semester will receive a phone call in advance of the first lesson confirming lesson start date and time. Lessons begin the week of Labor Day unless you are otherwise informed.

Please go to www.pakmusic.org for Payment plans and other parent-related information and click on: "Register: Forms/Pay On-Line" . Look for the Private Instruction section. The School year calendar is available by clicking on "Calendar".

My signature below indicates that I have read and agree to the above policies, have indicated my choice with regard to photo/video release, and am aware that a student handbook with more complete program and policy information is available for download on the School web site.

Parent Signature: _____

Date: _____