

# CSA Music Programs

## 2015-16 STUDENT REGISTRATION & CONTRACT

Please complete *ONE FORM PER STUDENT* and submit with \$35 registration fee to:  
Community School of the Arts, 501 College Ave, Wheaton, IL 60187



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### STUDENT INFORMATION

STUDENT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ GENDER  M  F  
 GRADE FALL 2015 \_\_\_\_\_ /  ADULT STUDENT

### PARENT INFORMATION

MOTHER'S NAME (MS/MRS/DR) \_\_\_\_\_  
 CELL PHONE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_  
 FATHER'S NAME (MR/DR) \_\_\_\_\_  
 CELL PHONE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

### ADDITIONAL ADULT STUDENT INFORMATION

CELL PHONE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

### BILLING INFORMATION (IF DIFFERENT)

ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

### DISCOUNTS (CHECK ANY THAT APPLY)

- WHEATON COLLEGE EMPLOYEE (PARENT OR ADULT STUDENT)  
 SIBLING DISCOUNT NAME/TEACHER \_\_\_\_\_

In emergency, CSA should call: NAME \_\_\_\_\_ PHONE \_\_\_\_\_

How did you hear about Community School of the Arts?  General Brochure  Summer Brochure  Email  Website  Summer Event  Other Event \_\_\_\_\_  
 Concert  Friend  Sibling  Other \_\_\_\_\_

### PRIVATE LESSONS

Desired Start Date:  Fall  Spring  Summer \_\_\_\_\_ Year

- (1)  Suzuki \*  Preparatory  Beethoven's Buddies Piano  
 (2)  New Student  Transfer List previous group or private instruction: Years of previous study \_\_\_\_\_ School/Teacher/Group \_\_\_\_\_  
 (3) Instrument:  Piano  Violin  Viola  Cello  Guitar  Harp

### CLASSES

Early Childhood  Beethoven's Buddies Chimes  Music Makers: at the Keyboard  Suzuki Little Stars

(1) CLASS \_\_\_\_\_ **Second choice (required) for Early Childhood Classes:**  
 DAY \_\_\_\_\_ TIME \_\_\_\_\_ CLASS NAME \_\_\_\_\_  
 DAY \_\_\_\_\_ TIME \_\_\_\_\_  
 (2) CLASS \_\_\_\_\_  Check here if you DO NOT need Early Childhood materials  
 DAY \_\_\_\_\_ TIME \_\_\_\_\_

### ENROLLMENT/AGREEMENT

I have read and agree to the CSA policies and procedures found at [csa.wheaton.edu](http://csa.wheaton.edu). Subject to these conditions, I agree to pay for all charges and services rendered.  
 I authorize CSA to seek emergency medical treatment for this student, if necessary.

- Enclosed is my non-refundable new student registration fee of \$35 made payable to Community School of the Arts.  
 \*Suzuki registrants: I have completed the required online observation videos.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ REV6/15



**FOR OFFICE USE ONLY**

CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_ DATE PAID \_\_\_\_\_ START DATE \_\_\_\_\_

# POLICIES



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## Registration

Admission to private and class instruction begins with completion of a new student registration form and submission of the non-refundable registration fee. Students registered for fall lessons/classes are automatically renewed for second semester. Any changes (including withdrawal) must be communicated in writing prior to the start of second semester ([csa@wheaton.edu](mailto:csa@wheaton.edu)). Once second semester begins, all regular attendance/withdrawal policies are in effect. The annual non-refundable re-registration fee for continuing students is \$80, with \$60 credited to each student's account toward fall semester tuition.

## Changes in enrollment

### Withdrawal

Notification of any student withdrawal must be submitted to the office in writing ([csa@wheaton.edu](mailto:csa@wheaton.edu)). A \$35 cancellation fee will be assessed for students who enroll and subsequently withdraw prior to the first class. A student who withdraws during the first four weeks of the semester will be charged for the weeks prior to withdrawal, plus 50% of the semester's remaining tuition. For a withdrawal after week four of the semester there is no tuition refund except in the case of serious illness or relocation, the final determination of which shall be made by CSA.

### Change in Lesson Length

Any change in the duration of lessons are at the discretion of the teacher.

### Suzuki/Prep Groups

Group classes are assigned according to the student's level and experience. Once a group assignment is made, it is not our policy to accommodate changes. If a family chooses not to participate in group class, there will be no tuition adjustment.

## Tuition and payments

Tuition for private and group instruction is billed by semester and payable in full upon receipt of the billing statement. A payment plan is available by contacting the office. A \$50 fee will be assessed for any returned checks.

### Past Due Accounts

Delinquent accounts will be charged 7% interest following each semester/summer. CSA reserves the right to suspend or discontinue instruction of any student with a past due account. Unpaid past due accounts are sent to a collection agency.

## Attendance/make-up

Students are expected to be present for all lessons and classes.

### Private Instruction

If a student cancels a lesson, the teacher is not obligated to make up the lesson, nor will tuition be adjusted. If the teacher cancels the lesson, it will be made up. Parents are encouraged to trade lessons when conflicts arise. It is the student's responsibility to verify time/

location of a traded lesson. Please notify the teacher of a cancellation or trade prior to the lesson.

### Group Instruction

Class absences may not be made up. When a teacher is absent the class will be made up if a substitute is not available.

## Tuition assistance

Thanks to the generous support of our Annual Campaign contributors, limited tuition assistance is available for students with demonstrated need. Aid is awarded based on documented tax returns, family size, and is subject to availability of funds as well as facility and program capacity.

Applications are reviewed twice a year and strict deadlines are as follows:

**August 1—Fall semester**

**December 1—Spring Semester**

## Health policy

Providing a healthy environment for all participants in CSA is a priority to the organization. Therefore, CSA and Wheaton College reserve the right to limit attendance at lessons/classes to teachers and students, determined at our discretion, not to be a health risk to others. Participants suffering from infectious diseases, open wounds, persistent coughs or colds or other potentially transmissible health conditions are to cancel lessons. The effect on tuition of such changes will be in accordance with the Attendance/Make-up Policy.

## Teacher conferences

Parent/teacher conferences are held in January for all private lesson students. A specific lesson will be designated as a conference time.

## Student photographs

Photographs and video footage of students engaged in class, lessons, or performance activities may be used for publicity purposes.

## Weather cancellations

CSA does not necessarily follow public school cancellations. When weather conditions are questionable, cancellation notification will be as follows: Classes—check CSA website at [csa.wheaton.edu](http://csa.wheaton.edu). Private Lessons—teachers will notify students.

## Equal opportunity

CSA does not discriminate on the basis of race, color, age, nationality, sex, ethnic origin, or religious belief in its admission, financial aid or other educational policies.

## E-mail

We communicate many important details via e-mail. Please add [csa@wheaton.edu](mailto:csa@wheaton.edu) to your contacts.