



Community Music Division
DePaul University

DePaul Community Music Division Registration Form 2016/17

☐ New Student
☐ Returning Student

804 W. Belden Ave. • Chicago, IL 60614 • tel 773/325-7262 • fax 312/476-3277 • music.depaul.edu/cmd

****If you are a returning student, please write ONLY your name and any information that has changed.****

Pre-College Student Information (18 and Under) Student #1: _____ D.O.B. _____ Age _____ Grade _____ ☐ M ☐ F School: _____ Student #2: _____ D.O.B. _____ Age _____ Grade _____ ☐ M ☐ F School: _____ Adult Student Information (Over 18) Name _____ Address _____ City _____ State _____ Zip _____ Home Phone _____ Cell _____ Work _____ E-Mail: _____	Parent Information (for pre-college students) Parent #1 _____ Address _____ City _____ State _____ Zip _____ Home Phone _____ Cell _____ Work _____ E-Mail _____ Parent #2 _____ Address _____ City _____ State _____ Zip _____ Home Phone _____ Cell _____ Work _____ E-Mail _____ Billing Information (if different from home address) Name _____ Address _____ City _____ State _____ Zip _____
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I. Individual Lesson Registration

Student #1 Instrument 1 _____ Teacher _____ Instrument 2 _____ Teacher _____	Student #2 Instrument 1 _____ Teacher _____ Instrument 2 _____ Teacher _____
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II. Group Lesson Registration

CLASSES/ENSEMBLES

Pre-College Program

Performance Ensembles

- ☐ Chamber Music Ensemble
- ☐ Performance Workshop (Piano)
- ☐ Prelude Choir
- ☐ Youth Orchestra

Classes

- ☐ ABRSM Theory
- ☐ Dalcroze Eurhythmics
- ☐ Music Together®
- ☐ Piano Duo

Adult Program

Classes

- ☐ Class Piano
- ☐ Music Theory
- ☐ Songshop

New Horizons

- ☐ Concert Band
- ☐ Flute Ensemble
- ☐ Jazz Ensemble
- ☐ String Orchestra

Performance Ensembles

- ☐ Chamber Music Ensemble
- ☐ Community Chorus

Important information regarding enrollment and CMD policies is located on the back of this form. **Signature required on reverse side for registration.**

Student Information & Policies

Registration

Students may register by mail, fax, phone, or in person. Enrollment is complete when the registration form and payment have been submitted. Students will not be permitted to attend lessons or classes until tuition and the registration fee have been paid. **New students** must arrange for a placement interview with the Director. New students may register for individual instruction at any time during the year if space is available, and will be charged on a pro-rated basis. **Returning students** must re-register at the beginning of each new academic year. Invoices will be mailed before the start of each new quarter. Payment must be received by the invoice due date of each quarter to ensure placement in the program.

Tuition and Payment

Tuition rates are listed in the CMD catalogue under each course description. A \$5 quarterly registration fee is charged per student or family. A finance charge of 1.5% (18%APR) will be assessed on unpaid, undisputed balances more than 30 days past due. Tuition charges and fees do not cover the cost of books, music, or instruments. Payment can be made by check, money order or credit card (Visa/Mastercard/Discover/American Express). Checks should be made payable to DePaul University. No cash will be accepted. Checks returned for insufficient funds are subject to a \$25 penalty fee applied to the student's account. The CMD offers two payment plans: quarterly and bi-quarterly. See the CMD catalogue for detailed descriptions.

Financial Aid

Depending on availability of funds, financial assistance covering partial tuition expenses is granted to students on the basis of proven financial need and demonstrated commitment. Students/parents must complete a financial aid application and submit current proof of income. Applications are kept confidential and must be updated yearly. For more information, or to request a financial aid application, please call or visit the CMD office.

Attendance

Students are charged for all lessons or classes for which they register, including those missed through student absence. Regular attendance is expected of all students. A student should notify the teacher or CMD office concerning any absence. **Faculty are not required to make up lessons missed due to student absences.** If 24 hours notice is given and time is available during an instructor's regular teaching hours, **one make-up lesson** may be given at the discretion of the instructor. If an instructor cancels a lesson or class, a make-up will be offered. Students who are late for a lesson cannot be guaranteed their full lesson time. Faculty who are tardy for a student's lesson are required to make up the time by extending past the scheduled lesson time, or by arranging to make up the time on another occasion.

Withdrawals

Refunds will only be considered when the full tuition for a quarter has been paid. All requests for withdrawal must be made in writing to the CMD Director and be approved before any refund or credit can be granted. **Verbal requests from students, parents or faculty will not be accepted.** Withdrawals during the first week of the quarter will receive a 75% refund. Withdrawals during the second week of the quarter will receive a 50% refund. **No refunds will be granted for any student who withdraws after the second week of the quarter.**

General Policies

Students enrolling for individual lessons cannot be currently studying the same instrument or discipline at another institution or with a private teacher without the prior approval of the CMD Director. Students may not change teachers without receiving approval from the CMD Director. The Director should be notified if instructional or personal problems arise.

Department

The School of Music Building is home to the School of Music and the Community Music Program. Students and parents/caregivers accompanying them are expected to treat the facilities accordingly. Running in the hallways is prohibited. Food or beverages are not permitted in the studios or classrooms. The CMD reserves the right to dismiss any student due to lack of interest or progress, frequent absences, behavioral problems, delinquency in payment of tuition, and/or failure to abide by policies.

Publicity Consent

Photographs and films of students engaged in instruction, rehearsal, or performance activities may be used, published, or otherwise distributed in the DePaul Community Music Division's publications, local newspapers, magazines, website, social media channels, and other related media and publicity, both electronic and print, as approved by the CMD. Your signature in the space provided constitutes consent and permission by the student and students' parent(s) and/or guardians to use the student's name, image, and likeness for CMD advertising, publicity, promotional materials, marketing and packaging.

Parking

Permit parking is available weekdays after p.m. in Lot P (990 W Fullerton) for a yearly fee of \$120. Paid parking is also available at the Sheffield Parking Garage (2331 N. Sheffield Ave.) and former Children's Memorial Hospital Parking Garage (2316 N. Lincoln Ave.) Additional parking is available on city streets all day until 6:00 p.m.

I have read and agree to the current policies of the DePaul Community Music Division and accept responsibility for all fees and charges that may be incurred.

Signature/Name (Parent/Guardian or Adult Student): _____ Date _____