



Registration Form
2010-2011
 WEEK SEPT. 6 thru WEEK JUNE 13

- Students must be registered with fees paid before lessons begin.
- Instructional year is billed in 3 segments. (12 lessons each)
- Students may begin lessons at any point in the year & NCMC will pro-rate.
- **ALL Students must re-register for Summer Session**

BILLING DUE DATES:
September 6, December 6, March 21
 --unless we are informed of a change in your status--

30-min lessons x 12 weeks = \$324
 45- min lessons x 12 weeks = \$420
 60- min lessons x 12 weeks = \$540

SEE ATTACHED POLICY FOR VACATION WEEKS

ATTENDANCE: Students are responsible for attending all lessons for which they are registered. One makeup lesson is allowed per 12-week session due to illness or family emergency. Instructors will do their best to accommodate these special circumstances. If a student must cancel a lesson, he or she should contact the instructor at least 24 hours in advance. **READ ATTACHED POLICY.**

Student Name: _____

Child: _____ Age _____ or _____ Adult

Beginner: _____ YES _____ NO

Parent or Guardian: _____

Mailing Address: _____

Email: _____

Phone #: _____

Cell #: _____

Instrument /
Workshop: _____

Instructor: _____

I have read and understood NCMC's registration policies and fee structure, and I agree to abide by them.

Signature _____ Date _____

Nantucket Community Music Center may use the student's photo in our brochure, literature and website:
 YES NO

Students who register for 4 or fewer lessons *per instructor* will be charged an additional \$8 accommodation fee *per lesson*.

FINANCIAL AID
 Limited financial aid is available.
 Contact our office for an application,
 or PROGRAM page @
nantucketcommunitymusiccenter.org

PAYMENTS

Payment may be made by MasterCard, Visa, or personal check. Please mail or drop off your registration form and payment: You may use mail slot after office hours –no cash.

VALID CREDIT CARD REQUIRED FOR REGISTRATION

(circle one) **MasterCard** **Visa**

Card #: _____

Expiration Date: _____

Name on Card: _____

Billing Address of Card: _____

PAYMENT PREFERENCE: (circle) CHECK / CREDIT CARD
 NCMC may charge the credit card on file up to 5 days prior to the due dates to avoid \$10 late fees.
YES NO Initials: _____

(You may use mail slot after office hours—no cash please.)

____ 30-minute lessons @ \$27/per = _____
 ____ 45-minute lessons @ \$35/per = _____
 ____ 60-minute lessons @ \$45/per = _____

Program: _____ = _____

***Plus Annual Registration Fee \$25**
**** LATE FEE \$10 _____**

*REGISTRATION FEE is per family, and payable on September 6 for the year, or when registering for private lessons for the first time during the 2010-11 instructional year.

** LATE FEE: Due at any point after lessons have begun before payment/registration has been received in each billing period.

TOTAL:

P.O. Box 1352 Office Hours:
11 Centre Street M-F 9:00 am to 3:00 pm
Nantucket, MA 02554 508.228.3352
ncmc@verizon.net



REGISTRATION POLICY

Students must register for lessons using the above Registration Form. Students are assumed to be registered for the full instructional year, unless otherwise specified. NCMC follows the Nantucket Public School's calendar. Vacation/Non-teaching weeks may be used for make-up lessons per arrangement with the instructor (see ATTENDANCE POLICY).

A VALID CREDIT CARD IS REQUIRED

Credit card information will be kept on file, and NCMC will process a charge to the credit card at the beginning of each 12-week session to ensure timely payment for private lessons.

REGISTRATION & PAYMENTS

Payment for private lessons and group workshops are due and payable in full upon registration, prior to the first lesson. NCMC accepts payment via MasterCard, Visa, or personal check.

NCMC charges a one-time annual registration fee of \$25 per family for the 2010-11 instructional year.

BILLING & CREDIT POLICIES

Students will be responsible for full payment at the beginning of each 12-week session. This is necessary to expedite the billing and payment process. To avoid the \$10 late fee you may submit payment by check or credit card before due dates—otherwise, your card on file will be charged AND \$10 late fee applied.

Any credits due to a student will be issued at the end of the 2010-11 instructional year. Credits issued must be used within one year.

CANCELLATION & REFUND POLICIES

Private Lessons. Upon registration, students are signed up for the remaining lessons in the instructional year, unless otherwise specified. As a courtesy to instructors, NCMC requires notice of cancellation at least two weeks prior to discontinuing lessons. NCMC will refund the unused portion of payments for lessons, less a \$25 cancellation fee.

Groups & Workshops. Once a group or workshop has begun, NCMC will not issue credit for missed sessions or discontinuation of sessions unless the instructor is absent or unavailable.

ATTENDANCE POLICY

- No financial credit for a missed lesson unless due to the instructor's absence. If a lesson is missed, the instructor and student are responsible for arranging for a make-up lesson.
- Instructors required to make up one missed lesson per session if student's absence was due to illness or family emergency.
- If a student must cancel a lesson, instructor to be notified directly at least 24 hours in advance. If a student misses a lesson without prior notification, no credit will be issued.
- Please be considerate of your instructors. Contact your instructor directly regarding timely issues about lessons.

Keep for Your Records

2010-11 INSTRUCTIONAL YEAR

BEGINS WEEK OF SEPTEMBER 6th

ENDS WEEK OF JUNE 13TH

BILLING DUE DATES:

September 6, December 6, March 21

--unless we are informed of a change in your status--

30-min lessons x 12 weeks = \$324

45- min lessons x 12 weeks = \$420

60- min lessons x 12 weeks = \$540

A \$10 LATE FEE will be assessed if payment is not received by the billing date, or by the date lessons begin.

Fall: Billing Session (12 weeks)

week of 9/6 -- week of 11/29

VACATION: week of 11/22

Winter: Billing Session (12 weeks)

week of 12/6 -- week of 3/14

VACATION: weeks of 12/20, 12/27, 2/21

Spring: Billing Session (12 weeks)

week of 3/21 -- week of 6/13

VACATION: week of 4/18

VACATION WEEKS: no lessons these weeks.

Billing is figured accordingly. May use for make-ups.

SUMMER SESSION BEGINS WEEK OF JUNE 20

--ALL continuing students must re-register--

CONTINUED ON NEXT PAGE...

Play!

All of our student musicians are encouraged to participate in recitals, and they benefit by gaining valuable performing experience. This way, students, instructors, and parents can celebrate the fruits of their efforts. Please ask us about upcoming playing opportunities.



FOR YOUR CONVENIENCE

There is a mail slot @ 11 Centre Street available 24 hours a day for registrations & payments. No Cash, please.

Contact our office to register for any of our programs, or to make a donation:

Office: 11 Centre Street
Office Hours: Monday through Friday
9:00 a.m. to 3:00 p.m.

508-228-3352
ncmc@verizon.net
mail: P.O. Box 1352
Nantucket, MA 02554

NON-PROFIT STATUS:

NCMC is a 501(c)(3) organization under the U.S. Internal Revenue Code. Donations are fully tax-deductible. NCMC appreciates, and depends upon, your financial support.

Thank You!



Enjoy!

Our student musicians are also encouraged to attend NCMC recitals and other musical performances. Our events are always free to young people, regardless of any affiliation with NCMC.

Music Enriches Life!

Programs & Upcoming Events:
nantucketcommunitymusiccenter.org