

LUCY MOSES SCHOOL REGISTRATION FORM

Lucy Moses School at Kaufman Center
 Goodman House, 129 West 67th Street New York, NY 10023
 Class information is available at www.kaufman-center.org
 T 212 501 3360 F 212 874 7865
 E lucymosesschool@kaufman-center.org

Check all that apply:

Fall Spring

Summer 20__

New student

Returning student

AD YPD

OFFICE USE ONLY
 Registration Date _____

How did you hear about us?:

Neighborhood Word of Mouth

Internet Postcard/mailling

Merkin Hall Family Member

Special Music School Other

STUDENT INFORMATION

If more than one member of the family is registering for classes, a separate registration form should be completed for each person.
 Please note that * information is requested for students under the age of 18.

Gender male female *Date of Birth ____ / ____ / ____

Last name _____ First name _____

*School _____ Grade _____

Home address _____ City _____ State _____ Zip _____

Phone (home) _____ (cell) _____ (work) _____

E-mail _____

*Parent or guardian 1 _____ Relationship _____

Phone (work cell) _____ Company _____ Occupation _____

*Parent or guardian 2 _____ Relationship _____

Phone (work cell) _____ Company _____ Occupation _____

PRIVATE LESSONS

New students: Teacher assignment is made in consultation with the Lucy Moses School.
 Please call 212 501 3360 to arrange a placement session. **Returning students:** Please complete the following:

Instrument _____ Room No. _____

Teacher _____ Start Date: _____

Preferred day S M T W TH F Length 30 45 60 90 B

Preferred time _____

- Music Certificate Program Young Artist Program
- Music Certificate Program with Honors Performer's Certificate Program

CLASSES For ensemble placement, please indicate instrument/voice type: _____

NAME OF CLASS	TEACHER	DAY	TIME	START DATE	(OFFICE ONLY)	
					REG ID	COST
						\$
						\$
						\$
						\$

Materials fee (please refer to specific course information) \$ _____

Discount \$ _____

TOTAL \$ _____

PAYMENT

Adult students must pay their tuition in full. All others, if registering for a single semester or if grand total is \$855 or less, enclose full amount. If grand total is more than \$855 and you are registering prior to August 1 for the full year, you may pay a deposit of \$280 plus the registration fee. After your program is confirmed by the Registrar, a statement will be sent to you. **Make checks payable to Lucy Moses School.**

Check \$ _____ Check no. _____ (There will be a \$25.00 fee for all returned checks.)

Cash \$ _____ (in person only)

Please charge my: Visa MasterCard AmEx

Credit card no. _____

Name on card _____ Exp. date _____

Signature _____ Sec. code _____

SSH Applicant

Total tuition and fees \$ _____

Adult registration fee \$ 25.00

Child/teen registration fee \$ 40.00

Suggested contribution (Tax-deductible) \$ 25.00

GRAND TOTAL \$ _____

PLEASE READ OUR POLICIES ON THE REVERSE OF THIS FORM

Withdrawal Policy

All requests for withdrawal must be received in writing by the Education Office before any student will be considered withdrawn. Written requests, either by letter or e-mail, should be directed to the Registrar of LMS (lucy Moses School@kaufman-center.org). Verbal requests or notification of intention to withdraw do not fulfill this requirement. Notifying the teacher does not constitute notice of withdrawal. The effective date of withdrawal is the date that the written notice is received, not the last date of class or private lesson.

Students withdrawing up to two days before the first class/lesson will receive a full tuition refund minus the registration fee. Students receiving scholarship forfeit their scholarship upon withdrawal.

Refunds

- **Children and Teen Classes:** A pro-rated tuition refund will be given for students withdrawing from classes during the first three weeks of the class. If the student is withdrawing in the fourth week, a tuition refund of 50% will be given. There will be no refunds after the fifth class session.
- **Adult Classes:** A pro-rated tuition refund will be given to students withdrawing from classes after the first class. No refunds or class changes are given after the second class.
- **Withdrawal from Private Instruction:** Students are requested to notify the office and teacher with two weeks advance notice in writing. Refunds for unused lessons will be made minus a \$75 withdrawal fee.
- Registration fees are not refundable.
- Please allow three to four weeks for processing of refunds.

Charge for Extended Payment Plan

Parents may request an extended payment plan, which allows payment in four installments during the year. There is a \$25 charge for this. The extended payments must be arranged in writing with the Business Office. (Not applicable to adult classes.)

Late Tuition

Late tuition payments without arrangement for extended payment will be charged a late fee of 2% per month. Students' lessons and classes will be interrupted if accounts fall behind in payment.

Cancellations

The Lucy Moses School reserves the right to cancel classes not meeting minimum enrollments. The School will make every effort to reschedule the student for another class at a convenient time.

Photo Recording Consent

By enrolling in the Lucy Moses School, the student or parent/guardian (for students under 18) authorizes the making and use of any photos or recordings of the student during his/her participation in Lucy Moses School classes or events for any purpose Lucy Moses School may make or authorize without compensation to the student or parent/guardian.