

The Wausau Conservatory of Music

REGISTRATION AND CONTRACT—2011-2012

P.O. Box 606 - 404 Seymour Street - Wausau, WI 54402-0606 - ☎ 715/845-6279 extension 102

1st Student Information

Name: _____ Date of Birth: _____
Address _____ School/Grade: _____
City _____ Zip _____ Place of Employment: _____
Student E-Mail Address _____ Cell Phone _____ Home Phone _____
Health/special needs that our staff needs to be aware of: _____

2nd Student Information

Name: _____ Date of Birth: _____
Student E-Mail Address _____ Student Cell Phone _____
School/Grade or Place of Employment: _____
Health/special needs that our staff needs to be aware of: _____

3rd Student Information

Name: _____ Date of Birth: _____
Student E-Mail Address _____ Student Cell Phone _____
School/Grade or Place of Employment: _____
Health/special needs that our staff needs to be aware of: _____

Guardian Information for Minor Students:

Father _____
Last Name First Name
Mother _____
Last Name (if different) First Name
Student(s) Reside(s) with Both Parents Mother Father Guardian
Father Cell Phone _____ Mother Cell Phone _____ Family E-Mail Address _____
Father Occupation _____ Place of Employment _____ Phone _____
Mother Occupation _____ Place of Employment _____ Phone _____
Phone number to call first in case of canceled lessons: _____

Emergency Contact: Name _____ Relationship _____ Telephone Number: _____

Student Photos: Wausau Conservatory of Music, Inc., employees, members of the news media, or other individuals involved with the business of WCM may take photos, videos, or use other forms of media to record images of students and/or students' parents involved in WCM school activities. **If you do not wish for us to use your or your child's image, please check the box below.**

No, I do not want photos of myself or my children to be published.

Office use only:
Billed _____ Scheduled _____ Data Base _____

PLEASE READ AND SIGN

SUMMARY OF IMPORTANT CONSERVATORY POLICIES

PAYMENT POLICY:

- We accept VISA, MasterCard and Discover, cash (for the exact amount) and personal checks. We also have an installment payment plan available. Please call the Registrar for further details.
- **Payments must be made or special arrangements for payment must be made prior to lessons commencing. Students will not be allowed to begin classes before payment and the registration form is received.**
- Late Payments will be subject to a \$20.00 late fee.
- **Students with outstanding balances are not eligible to participate in the scholarship auditions, apply for financial aid, or register for subsequent semesters.**

REGISTRATION FEE:

There is an annual registration fee of \$40 per family studying Fall and/or Spring and Summer Semesters. This fee is Non-Refundable.

MISSED LESSON/MAKEUP:

- NOTIFY YOUR TEACHER AT LEAST 24 HOURS BEFORE MISSING A LESSON.
- **Students are charged for ALL lessons or classes for which they register, including those missed through student absence. Missing a lesson does not exempt the student from payment as established.**
- For students enrolled for the entire semester, **the Conservatory requires teachers to make up one lesson per semester when missed by the student for emergency reasons or illness only-** This makeup lesson must be arranged with your teacher. Any lessons or classes missed by a teacher will be made up at a mutually convenient time. ***PLEASE NOTE: If a student misses an appointed makeup lesson, it will not be rescheduled.***
- There are no makeups for missed lessons for students enrolled in the introductory 8-week session or during the summer semester. *There are no make-ups for missed group classes.*
- Switching or swapping lesson times is sometimes possible when a student knows in advance that a lesson will be missed. A rescheduled lesson is not considered a missed lesson.

REFUNDS:

- **Registration is based on a semester commitment.**
- **There are no refunds for ensembles or classes.**
- **Refunds for private lessons are only permitted for moving out of the area or extended illness, AND only according to the specific refund schedule (see Conservatory Catalog or the Conservatory Web Site for full details.) Requests must be submitted to the Executive Director in writing. The registration fee is non-refundable.**

PURCHASE OF MUSIC:

All students will be expected to purchase certain printed music for their classes or lessons. Photocopying of music is against copyright laws and will not be done at the Conservatory. Please do not ask your teacher to photocopy any printed materials.

INCLEMENT WEATHER:

The safety of our students is our primary concern. However, if the local public and private schools are dismissed early due to inclement weather the Conservatory will not automatically close. We will **only** call students if their class or lesson has been cancelled.

FOR FURTHER INFORMATION:

CONSERVATORY REGISTRAR: 845-6279, EXT. 102 or CONSERVATORY CATALOG:

Available at the Registrar's desk or by mail or CONSERVATORY WEBSITE: www.wausauconservatory.org

PLEASE RETURN THIS FORM WITH PAYMENT

Your studio time and/or class reservation is not confirmed until your registration form and initial payment is received by the Conservatory offices.

✂ I have read and understand the policies of The Wausau Conservatory of Music, Inc. and agree to the terms. (If you would like a copy of your signed form and/or the policies, please contact us.)

✂ Signature of person responsible for payment: _____ Date _____