

# Registration Form 2011-2012

STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  MALE  FEMALE

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

NAME(S) OF PARENT(S) OF STUDENTS UNDER 18 \_\_\_\_\_

MAILING/STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

MOTHER'S EMPLOYER \_\_\_\_\_ WORK PHONE \_\_\_\_\_

FATHER'S EMPLOYER \_\_\_\_\_ WORK PHONE \_\_\_\_\_

REQUESTED TEACHER \_\_\_\_\_ LENGTH OF LESSON \_\_\_\_\_

INSTRUMENT/CLASS NAME \_\_\_\_\_

PREVIOUS STUDY \_\_\_\_\_

**Preferred scheduling (Monday - Saturday)**  
We will do our best to find a convenient time for you.  
Please list days & times you are available:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Earliest arrival time \_\_\_\_\_

Times when you are not available \_\_\_\_\_

All programs are subject to minimum/maximum enrollment.

**Note:** Scheduling is arranged upon receipt of all fees, either in full, or first installment of a payment plan. If scheduling cannot be arranged satisfactorily, your tuition and registration fee will be refunded.

I learned about BMS from: \_\_\_\_\_

## Tuition fees are listed on page 5.

Private Lessons \$ \_\_\_\_\_  
Instrument/voice \_\_\_\_\_

Trial Lesson \$ \_\_\_\_\_  
Instrument/voice \_\_\_\_\_

Classes/Choirs/Club \$ \_\_\_\_\_  
Name of class/choir \_\_\_\_\_

Ensembles \$ \_\_\_\_\_  
Name of ensemble \_\_\_\_\_

Cabaret \$ \_\_\_\_\_  
Level \_\_\_\_\_

Orchestra/Band \$ \_\_\_\_\_  
Instrument \_\_\_\_\_

Instrument rental \$ \_\_\_\_\_  
Instrument \_\_\_\_\_

Total instructional fees \$ \_\_\_\_\_

Non-refundable registration\* \$ \_\_\_\_\_

Total payment due: \$ \_\_\_\_\_

\*Registration fee is \$30 for first student, \$15 for second student; maximum \$50 for family.

**DISCOUNTS:** If a family has more than 1 child enrolled in private lessons for a full year (34 lessons), you may deduct \$25 from the tuition total for each additional student.

### PAYMENT METHOD

in full by check, enclosed

in full by MC/Visa/Discover

by MC/Visa/Discover

3-installment plan, available to students registered for at least 26 weeks of private instruction.

**Please call the office at 413-442-1411 for other plan options. All payment plans MUST have an authorized credit card on file to guarantee payment. There is a \$30 fee for all payment plans.**

Yes, I would like to volunteer some hours at BMS. Please call me!

### THIS BOX IS FOR OFFICE USE ONLY

Number of lessons in contract \_\_\_\_\_

PAYMENT IN FULL

\$ \_\_\_\_\_  cc  ck  csh

INSTALLMENT PLAN

1st installment (+ registration & plan fee)

\$ \_\_\_\_\_  cc  ck  csh

2nd installment due \_\_\_\_\_

\$ \_\_\_\_\_

3rd installment due \_\_\_\_\_

\$ \_\_\_\_\_

**Note:** The registration and plan fee, plus first installment are payable at the time of registration. We will charge your credit card for all subsequent installments on payment due dates, indicated on your registration form.

We will accept cash or checks for the installment payments **if they reach us before the due date**, but we must have credit card authorization on file to guarantee payment. Please keep a record of your charge dates. We do not bill or send reminders! **There is a \$30 fee for returned checks, and a \$15 late fee if a payment is two weeks past due.**

\_\_\_\_\_  
CREDIT CARD NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE FOR CREDIT CARD

**Release:** I allow the Berkshire Music School the use of any photographs, video, art work, and recordings made at the School or for School functions.

I understand and accept the policies of the Berkshire Music School.

\_\_\_\_\_  
AUTHORIZED SIGNATURE FOR REGISTRANT \_\_\_\_\_ DATE \_\_\_\_\_