

# Music Institute of Chicago 2018-2019 Student Registration Form

1702 Sherman Avenue | Evanston, IL 60201 | 847.905.1500 | FAX: 847.425.1490 | Go paperless at: [musicinst.org/current-students](http://musicinst.org/current-students)

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Fall Semester ☐ Spring Semester ☐ Summer Session

**BILLING NAME** (Mr/Mrs/Ms/Dr) \_\_\_\_\_ Primary Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Primary E-mail \_\_\_\_\_ How did you hear about MIC? \_\_\_\_\_

**GUARDIAN 1 INFO** ☐ Mother ☐ Father ☐ \_\_\_\_\_  
 Name \_\_\_\_\_  
 Work Phone (\_\_\_\_) \_\_\_\_\_  
 Cell Phone (\_\_\_\_) \_\_\_\_\_  
 Primary E-mail \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Company \_\_\_\_\_

**GUARDIAN 2 INFO** ☐ Mother ☐ Father ☐ \_\_\_\_\_  
 Name \_\_\_\_\_  
 Work Phone (\_\_\_\_) \_\_\_\_\_  
 Cell Phone (\_\_\_\_) \_\_\_\_\_  
 Primary E-mail \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Company \_\_\_\_\_

## FOR ADULT STUDENTS

Occupation \_\_\_\_\_ Company \_\_\_\_\_  
 Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_ Emergency Contact Phone (\_\_\_\_) \_\_\_\_\_  
 Emergency Contact Relationship to Student \_\_\_\_\_

**STUDENT 1:** Name \_\_\_\_\_ Student ID (if known) \_\_\_\_\_ ☐ New ☐ Continuing

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender M F E-mail: \_\_\_\_\_

School Name (if applicable) \_\_\_\_\_ City \_\_\_\_\_ Grade \_\_\_\_\_

*Each year, foundations and corporations that support MIC with grants ask us to provide information about the race and ethnicity of our students. This voluntary information is confidential and will only be used to form aggregate numbers for our programs. If you wish to help in this effort, please select one of the categories below.*

☐ American Indian or Alaskan Native ☐ Asian ☐ Black/African-American ☐ Native Hawaiian or Other Pacific Islander  
☐ Hispanic/Latino ☐ White ☐ Two or more races/ethnicities ☐ Other

**PRIVATE INSTRUCTION:** ☐ Traditional ☐ Suzuki Instrument \_\_\_\_\_ Teacher \_\_\_\_\_

Preferred Day \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ # of Lessons: 17 ☐ 30 min ☐ 45 min ☐ 60 min ☐ other \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

**ADDITIONAL PRIVATE INSTRUCTION:** ☐ Traditional ☐ Suzuki Instrument \_\_\_\_\_ Teacher \_\_\_\_\_

Preferred Day \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ # of Lessons: 17 ☐ 30 min ☐ 45 min ☐ 60 min ☐ other \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

## GROUP CLASSES/CHAMBER MUSIC/LARGE ENSEMBLES:

Class Name \_\_\_\_\_ Day/Time/Location \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

Class Name \_\_\_\_\_ Day/Time/Location \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

If you are a **new student**, or a **returning student submitting this form after July 15, 2018**, add \$30 registration fee \$ \_\_\_\_\_

**Discounts:** The highest will be applied.

☐ 15% Senior ☐ 20% Adult Pre- 3:30pm ☐ Other \_\_\_\_\_

**STUDENT 1 TOTAL \$** \_\_\_\_\_

Office Use Only:	Date	Initials	Date	Initials
Account ID#:			Created Action Item - Follow Up:	
Date Received:			Provided Copy to Teacher:	
Entered into FE:			Credit Card Auth Code:	
Entered into Scheduling:			Check #:	

**STUDENT 2:** Name \_\_\_\_\_ Student ID (if known) \_\_\_\_\_ ☐ New ☐ Continuing

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender M F E-mail: \_\_\_\_\_

School Name (if applicable) \_\_\_\_\_ City \_\_\_\_\_ Grade \_\_\_\_\_

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☐ Hispanic/Latino ☐ White ☐ Two or more races/ethnicities ☐ Other

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Preferred Day \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ # of Lessons: 17 ☐ 30 min ☐ 45 min ☐ 60 min ☐ other \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

**ADDITIONAL PRIVATE INSTRUCTION:** ☐ Traditional ☐ Suzuki Instrument \_\_\_\_\_ Teacher \_\_\_\_\_

Preferred Day \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ # of Lessons: 17 ☐ 30 min ☐ 45 min ☐ 60 min ☐ other \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

**GROUP CLASSES/CHAMBER MUSIC/LARGE ENSEMBLES:**

Class Name \_\_\_\_\_ Day/Time/Location \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

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**Discounts:** The highest will be applied.

☐ \$30 Sibling ☐ 15% Senior ☐ 20% Adult Pre- 3:30pm ☐ Other \_\_\_\_\_ **STUDENT 2 TOTAL \$** \_\_\_\_\_

**STUDENT 3:** Name \_\_\_\_\_ Student ID (if known) \_\_\_\_\_ ☐ New ☐ Continuing

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender M F E-mail: \_\_\_\_\_

School Name (if applicable) \_\_\_\_\_ City \_\_\_\_\_ Grade \_\_\_\_\_

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Preferred Day \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ # of Lessons: 17 ☐ 30 min ☐ 45 min ☐ 60 min ☐ other \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

**ADDITIONAL PRIVATE INSTRUCTION:** ☐ Traditional ☐ Suzuki Instrument \_\_\_\_\_ Teacher \_\_\_\_\_

Preferred Day \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ # of Lessons: 17 ☐ 30 min ☐ 45 min ☐ 60 min ☐ other \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

**GROUP CLASSES/CHAMBER MUSIC/LARGE ENSEMBLES:**

Class Name \_\_\_\_\_ Day/Time/Location \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

Class Name \_\_\_\_\_ Day/Time/Location \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

If you are a **new student**, or a **returning student submitting this form after July 15, 2018**, add \$30 registration fee \$ \_\_\_\_\_

**Discounts:** The highest will be applied.

☐ \$30 Sibling ☐ 15% Senior ☐ 20% Adult Pre- 3:30pm ☐ Other \_\_\_\_\_ **STUDENT 3 TOTAL \$** \_\_\_\_\_

## ENROLLMENT INFORMATION AND POLICIES: 2018-2019

*The Music Institute of Chicago admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and other school-administered programs.*

### AGREEMENT TO POLICIES

Please be aware that by signing a Student Registration Form for any type of lesson or class, you are indicating you have read and agree to the terms as stated below on behalf of your child(ren)/ward(s) and/or yourself.

### REGISTRATION

An annual non-refundable \$30 registration fee per student is applied. Students who register for lessons and classes in the fall semester will be automatically renewed for the spring semester. Alternate arrangements (including withdrawal) should be communicated in writing by January 15. Statements for spring tuition are sent to each student around December 15. Once spring semester begins, all regular attendance and withdrawal policies are in effect. Summer registration based on teacher/student availability. Exceptions to automatic renewal include Musical Theater, Roots & Rock, and Musikgarten® classes, for which students must always re-register.

→ \_\_\_\_\_ (initial)

### ATTENDANCE

- Students are expected to be present for all classes and lessons.
- **Private instruction students are allowed one make-up lesson per semester only in the event of illness or death in the family.**
- **No makeup lessons for summer private instruction.**
- Notification of inability to attend a lesson does not excuse payment for contracted lessons.
- All lessons cancelled by the teacher will be made up at a mutually agreed upon time.
- Group class absences may not be made up.

→ \_\_\_\_\_ (initial)

### WITHDRAWAL and REFUNDS (all policies are per semester)

Withdrawal requests for all lessons and classes must be received in writing. The registration fee is non-refundable. Refunds for group and private instruction will be according to the following schedule:

- If the withdrawal takes place before 30 days of enrollment, tuition will be refunded for the remaining lessons in the semester.
- No refunds will be issued after 30 days of enrollment. No refunds will be issued for musicianship classes or summer camps.

→ \_\_\_\_\_ (initial)

### TUITION & PAYMENT POLICY

- **Tuition for private lessons is billed by semester and is due in full prior to the delivery of the first lesson** unless students have signed up for the installment plan. MIC reserves the right to stop lessons/classes if payment is not received within one week of the lesson/class start date. MIC also reserves the right to make contact by calling home, cell, work phone, or using any other means (fax, e-mail) in the pursuit of payment.
- Students may not continue lessons into a new semester if a balance remains from the previous semester.
- For students enrolling only in group classes, 100% tuition must be paid in full at registration to hold a place in the class, unless enrolled in the installment plan.
- Those continuing students taking advantage of the July 15 early fall registration deadline have their \$30 registration fee waived.
- Registration forms will not be accepted without payment. Payment may be made by cash, debit, check, American Express, Discover, MasterCard, or Visa. Credit cards may be used at [musicinst.org/pay-bill](http://musicinst.org/pay-bill), campus swipe terminals or by phone at 847.905.1500.
- Checks, made payable to the Music Institute of Chicago, may be given to a campus receptionist or mailed to:  
Music Institute of Chicago, 1702 Sherman Ave, Evanston, IL 60201. A \$25 fee will be charged for any returned checks.

### FINANCE CHARGES

Interest of 1.5% per month (18% APR) will be charged on unpaid balances more than 30 days past due. Finance charges continue to accrue until the balance is paid in full.

→ \_\_\_\_\_ (initial)

### DISCOUNTS

Discounts may not be combined; the highest discount will be applied.

- A \$30 discount per sibling, per semester, will be applied for each additional child (18 & under) taking private instruction within the same family. The first student pays in full. Students must be enrolled in a minimum of 12 lessons per semester to qualify for this discount.
- Adults - (age 19+), taking a private lesson before 3:30 pm M-F in MIC studios receive a 20% reduction in tuition. This does not apply to special rate faculty.
- Seniors - (age 65+) receive a 15% discount on private lessons.

## PRIVACY POLICY

The Music Institute of Chicago does not store personal credit card information beyond what is necessary to process each transaction. In addition, the Music Institute of Chicago does not sell or share transaction information to third parties.

## DEPORTMENT & DRUG POLICY

While on the Music Institute of Chicago's premises, students and those accompanying them are expected to treat our faculty, staff and facilities respectfully. Firearms, skates, skateboards and pets are not allowed in the building. Food and beverages are not permitted in the studios. The use, possession, sale, transfer, purchase or being under the influence of alcoholic beverages, illegal drugs or other intoxicants by students and those accompanying them at any time on MIC premises or engaged in MIC related activities is strictly prohibited and can result in immediate expulsion and rescission of all scholarship monies. The student's family will be responsible for paying any remaining balance from the point of expulsion through the completion of the semester.

## PUBLICITY CONSENT

Photographs, audio and video of students engaged in Music Institute of Chicago activities including but not limited to instruction, rehearsal, workshop or performances may be used in MIC publications, newspapers, magazines, radio and other related publicity materials including the digital media. Your signature on this registration form constitutes consent and permission by the student and/or students' parent(s) and legal guardians to use the student's name and/or image/audio for any advertising, publicity, marketing or packaging. This release is irrevocable.

## WAIVER AND RELEASE OF ALL CLAIMS

Parents/guardians/caretakers are responsible for supervising the safety and deportment of their children at all times while they are on the Music Institute's premises. In addition, in registering yourself or your minor child(ren)/ward(s) for participation in programs of the Music Institute of Chicago, you acknowledge you will be waiving and releasing all claims for injuries you or your child(ren)/ward(s) might sustain arising out of these programs. **TO WIT:** I recognize and acknowledge that there are certain risks of physical injury to participants in programs of the Music Institute of Chicago, and I agree to assume the full risk of any such injuries, damages or loss regardless of severity which I or my child(ren)/ward(s) may sustain as a result of participating in any activities connected or associated with any such programs. I waive and relinquish all claims I or my child(ren)/ward(s) may have against the Music Institute of Chicago and its officers, agents, servants, volunteers and employees from any and all claims from injuries, damage or loss which I or my child(ren)/ward(s) may have or which may accrue to me or my child(ren)/ward(s) on account of my participation or the participation of my child(ren)/ward(s) in any of these programs. I further agree to indemnify and hold harmless and defend the Music Institute of Chicago and its officers, agents, servants, volunteers and employees from any and all claims resulting from injuries, damages and losses sustained by me or by my child(ren)/ward(s), and arising out of, connected with, or in any way associated with the activities of any of the programs. I have been provided with a copy of and have read the Music Institute's "Enrollment Information and Policies" form and the claim waiver (above), and I agree to the terms as stated. Further, I have read and fully understand the program details and waiver and release all claims. I so signify by affixing my signature below.

X \_\_\_\_\_

Signature of parent, guardian or adult student

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

## EMERGENCY PROCEDURES

Do you have any physical challenges that would prevent you from being able to evacuate the building in an emergency? ☐ YES ☐ NO  
If yes, please indicate what type of assistance is required.

**TOTAL BALANCE:** \$ \_\_\_\_\_ (Sum of total fees for all registrants)

**SELECT A PAYMENT PLAN. Please note: payment plans are PER student.** Registration forms will not be accepted without payment.

☐ **Pay in full now.**

☐ **Pay \$500 (per student) now. Balance due on September 1, 2018 (fall) and February 1, 2019 (spring).**

☐ **Installment Plan (per student). Pay \$200 now.** \$175 initial payment (per student) + \$25 annual (per family) installment plan activation fee.  
Balance spread over 3 additional payments.

**Please complete the Installment Plan Application form.** Priority request deadline: Fall Semester: August 15. Spring Semester: January 15.

The installment plan is available for students enrolling for a full semester or more. Returning students must complete their fall registration form by July 15 to avoid re-registration fees.

☐ **Financial Aid (per student). Pay \$175 now. Balance due before semester begins.**

Financial aid applications for returning students must be received by **June 1** for priority consideration. **Please complete your financial aid application with, or in advance of filling out your registration form.** Notification of your financial aid award will be communicated within two weeks of completed application. After your financial aid award is made, the balance will appear on your next statement and is due. If you wish to participate in the installment plan and are receiving financial aid, choose the Installment Plan. Financial Aid applications are accepted and reviewed on a rolling basis as funds permit.

**TOTAL PAYMENT AMOUNT:** \$ \_\_\_\_\_

**Circle Payment Type:** Cash Debit Check (payable to Music Institute of Chicago) OR Visa MasterCard Discover American Express