

# Zion Conservatory of Music

A Fine Arts Ministry of Christ Community Church

## 2011 – 2012 Registration Form

**To enroll, please complete this form and return it with registration fee payment to:  
Zion Conservatory of Music, 2500 Dowie Memorial Drive, Zion, Illinois 60099**

PARENT(S) NAME(S)			
STREET ADDRESS			
CITY		STATE	ZIP
HOME PHONE	PARENT'S CELL PHONE	PARENT'S WORK PHONE	
PARENT'S EMAIL ADDRESS			

NAME(S) OF STUDENT(S)	BIRTH DATE	INSTRUMENT	REQUESTED INSTRUCTOR

**Total registration fee due: \$32 for 1<sup>st</sup> student, \$22 for 2<sup>nd</sup> student, additional students N/C):**    \$ \_\_\_\_\_

**Early Registration Discount on or before Aug 1: \$27 for 1<sup>st</sup> student, \$17 for 2<sup>nd</sup> student, additional students N/C**

Were you referred by a current ZCM family? Name: \_\_\_\_\_

**Medical Release**

In case of sickness or accident of my child while under the care and supervision of the Zion Conservatory of Music, I the undersigned, hereby give my consent to provide emergency care and/or treatment through a clinic, hospital, or private doctor. I also agree to pay all the costs and fees contingent upon any emergency medical care and/or treatment for my child as secured or authorized under this consent. This agreement shall continue as long as the above-named child(ren) is enrolled in above-named facility.

**Volunteer Help for ZCM Activities**

We are willing to help support ZCM projects with our time and talents.  
ZCM may call us to enlist our help.

Yes\_\_\_ No\_\_\_

**Publicity Release**

We authorize ZCM to use pictures and/or recordings of our student for promotional purposes.

Yes\_\_\_ No\_\_\_

**Christ Community Church**

The Conservatory is a Fine Arts Ministry of Christ Community Church. I would like more information about Christ Community Church and its ministries.

Yes\_\_\_ No\_\_\_

*My signature documents that I agree to the registration, payment, attendance, make-up and refund policies of the Zion Conservatory of Music (see reverse side).*

\_\_\_\_\_  
Parent's, Guardian's, or Adult Student's Signature

\_\_\_\_\_  
Date of Registration

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## **Enrollment**

Enrollment for new students begins with a brief interview to determine the placement. **Lessons may not begin until we have received a completed registration form, the non-refundable registration fee and tuition payment for the first month of study.**

## **Attendance and Make-up Lessons**

Students are expected to attend all lessons for which they are registered. Notification of a lesson cancellation by the student is a courtesy to the teacher, but does not excuse payment for the contracted lessons. An excused absence may be rescheduled at the teacher's discretion. To be eligible for an excused absence, the student must contact the teacher directly prior to the scheduled lesson and preferably at least 24 hours in advance. **Unexcused absences will not be made up.** If, however, the teacher cancels a lesson for any reason, the lesson will be made up by the teacher or a suitable substitute, or your account will be credited.

## **Tuition Payment**

Tuition is based on 36 lessons from September through May, payable in monthly installments. Registrations received after the start of the school year will be prorated according to the lesson start date. **Monthly payments are due by the 25<sup>th</sup> of the preceding month. For example, October tuition is due by September 25<sup>th</sup>.** A late fee of \$5.00 will be assessed for any payments received after the due date.

Tuition may be paid by check, cash or credit card. There is an additional \$3 fee for all credit card transactions. All checks should be made out to the Zion Conservatory of Music (ZCM). Please include the instructor's name(s) and student name(s) to expedite processing. After office hours, payments may be placed in the metal drop box located outside the office. Please do not place cash in the drop box. Payments may also be mailed to ZCM, 2500 Dowie Memorial Drive, Zion, Illinois 60099. Convenient monthly payment envelopes are available in the office.

If a check is returned for non-sufficient funds, a fee of \$10.00 will be assessed. A \$20 fee will be charged for the second returned check and thereafter only cash, money order or bank check will be accepted.

## **Withdrawal and Refund Policy**

Withdrawal will only be honored by a written notice to the office. To qualify for a refund, the notice must be approved by the administration. Any borrowed materials must be returned before a refund will be issued. The registration fee is not refundable. The schedule for refunds for private lessons is as follows:

- End of first week of withdrawal month – prorated minus \$10.00 withdrawal fee
- No refunds for withdrawals after the second week

**Please see our student handbook for a complete description of the Zion Conservatory of Music policies and procedures.**