



# 2009 Summer Adult Courses

**The Hartt School Community Division**  
200 Bloomfield Avenue, West Hartford, CT 06117  
Telephone 860-768-4451 ~ Fax: 860-768-4777  
Email: harttcomm@hartford.edu  
Website: www.hcd.hartford.edu

Student ID # \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: Male Female

Student Name: \_\_\_\_\_  
first middle initial last

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ work or cell?

Email Address: \_\_\_\_\_

**Tuesdays (July 7-August 25, 2009) Fee: \$40 (6 classes)**

### Check Here to Register!

- ◇ 5:30-6:30pm Chorus for Adults
- 6:30-7:15pm Social time & fun
- ◇ 7:15-8:15pm Strings Instrument: \_\_\_\_\_
- ◇ 7:15-8:15pm Woodwinds & Brass Instrument: \_\_\_\_\_

**Sign up for 6 out of the 8 weeks. Pick the dates that work for you!**  
Classes will be offered for 8 consecutive weeks this summer, however registration is offered for only 6 weeks. This gives adults the flexibility to attend the 6 classes that best fits their schedule leaving time for summer vacations and scheduling flexibility.

### Payment Information

Please make checks payable to the **University of Hartford**.  
Check No. \_\_\_\_\_ Cash \$ \_\_\_\_\_

**Notes: VISA IS NO LONGER ACCEPTED BY THE UNIVERSITY OF HARTFORD.**  
**A 2.75% Processing Fee will be charged in addition to the tuition fee.**

Circle one: MasterCard American Express Discover Card

Account# \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature of Cardholder x \_\_\_\_\_

### Signature:

x \_\_\_\_\_

By signing this form, I agree to the policies on the reverse of this form and understand the Refund Policy: Minimum Enrollment of 10 students per class. Refunds will be issued if class does not run. No Refunds will be issued after classes begin.

## **Hartt Community Division Registration Policies (as of DECEMBER 2008)**

PLEASE NOTE: Effective July 1, 2008 ALL Hartt Community Division programs are YEAR-LONG programs.  
All Students **MUST** be registered before their first lesson!

**Payment in full is due with registration form.**

### **e-Billing**

The University has implemented eBilling. With this new system all University of Hartford billing statement notifications will be delivered electronically via eMail rather than by U.S. mail. Students now have access to set up their parents or guardians or a third party as authorized payers. You can view your account information and prior bills and payments. You are also now able to pay your bills online. Due to the change to the e-Billing system, the University of Hartford has made the following changes to their policies.

### **CHECKS/MONEY ORDERS/TRAVELERS CHECKS**

Checks, Money Orders and Travelers Checks should be made payable to UNIVERSITY OF HARTFORD. Checks returned for insufficient funds or stop payment will result in a \$15 fee. NEW: Check payments may also be made on-line by clicking on the Web Payment link below. Please note that the student University ID number and PIN (default is Date of Birth) are required for all on-line transactions.

### **Credit Card Payments**

**Please note that VISA is no longer accepted by the University of Hartford. MasterCard, American Express and Discover Cards are accepted, but a "convenience fee" of 2.75% of the amount paid will be assessed during each transaction.**

### **Web Payment**

The University has setup a secure site for accepting payments on-line. <https://banweb8.hartford.edu/ows-doc/homesl.htm>

### **Default Charges**

A default charge equal to 1.5% of the unpaid balance is assessed each month on all past due accounts. The University requires that all remittances be in the form of U.S. Currency and that your check/money order be payable in U.S. Dollars through a financial institution with an office in the United States. Any fees charged to the University by our bank for processing checks through a foreign collection agency will become the responsibility of the student.

### **Refund/Withdrawal Policy**

Minimum Enrollment of 10 students per will be issued if class does not run.  
Refunds will be issued if class does not run due to low enrollment.  
No Refunds will be issued after classes begin.

### **Absence/Schedule Policy**

- \* The Hartt School Community Division **DOES NOT** guarantee make-up lessons or classes for student absences. It is at the teacher's discretion to make up lessons or classes cancelled by the student.
- \* The Hartt School Community Division **DOES** guarantee make-ups lessons/classes missed due to teacher absence or school closure.
- \* Make-up lessons are scheduled at the discretion of the teacher, and must be worked out accordingly.
- \* Students are responsible for reserving their regularly scheduled lesson time during the make-up weeks of a semester unless the teacher releases the student from those times.

### **Discounts**

The Hartt School Community Division offers discounts as follows:

- ~ Faculty & Staff of the University of Hartford: 10% off all tuition charges for themselves, their spouse and their children.
- ~ Family & 2nd Course Discounts: Families enrolled in more than one concurrent HCD program are eligible for a 10% discount on the program with the lowest tuition. No discounts are offered for summer programs or programs offered for less than 10 consecutive weeks. One discount per family per year. See website for complete details.

### **Conduct**

All students are required to understand and adhere to policies of the Hartt Community Division and University of Hartford.