

2009-2010 REGISTRATION FORM

ALL INSTRUMENTAL & VOCAL PROGRAMS

Please note that bills will be sent via email!

Student Information:

HCD ID #: _____ Birth Date: ____/____/____ Gender: M F
 Last Name: _____ First Name: _____ Middle Initial: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____
Email: _____ **Please write your email address carefully!**
 Father's Name: _____ Daytime Phone: (____) _____ work or cell?
 Mother's Name: _____ Daytime Phone: (____) _____ work or cell?

Private Lessons 2009-2010

Instrument	Teacher	Day & Time	# of weeks (28 or 34) will be confirmed by teacher	Length of Lesson (30, 45, 60, 75, 90 mins.)	Tuition	OFFICE USE ONLY

Hartt Community Division Registration Policies (updated July 2009)

REGISTRATION SCHEDULE: Payment of at least 10% of FULL YEAR's tuition and all applicable fees is required with signed registration form or online registration. Balance is billed via email in four (or fewer for later registrations) installments by the University of Hartford.

June 15 – August 1, 2009	No registration fee for early registration of <u>returning</u> students
August 2 – September 6, 2009	Registration fee of \$25 for new and returning students
September 7 and later	Late fee added (\$30) for returning students

BILLING: University of Hartford billing statements and notifications are delivered exclusively by email. Students can view their account information online and set up parents, guardians or a third party as authorized payers at <https://banweb8.hartford.edu/ows-doc/homesl.htm>. This secure site enables credit card and Web-Check payments. Please note that the student University ID number and PIN (default is Date of Birth) are required for all on-line transactions.

PAYMENT OPTIONS: *Registration Forms, Checks, Money Orders and Travelers Checks should be made payable to UNIVERSITY OF HARTFORD and mailed to: Hartt Community Division Office , 200 Bloomfield Avenue, Hartford CT 06117.* Any subsequent bill payments should be mailed to University of Hartford; PO Box 80,000-Dept. 365; West Hartford, CT 06180-0365. Payment is also accepted in any Community Division office. Checks returned for insufficient funds or stop payment will result in a \$15 fee. MasterCard, American Express and Discover Cards are accepted online, by phone or at the offices with a 2.75% processing surcharge on the amount paid in each transaction. The University of Hartford does not accept VISA. **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: All students are registered for an entire academic year (September through June). Students may withdraw with written notice to the Registrar for any reason without penalty at the midpoint of the academic year (January 9-15, 2010). Withdrawal at all other times is subject to the following guidelines.

Absence does not constitute withdrawal from any program. A signed registration form constitutes agreement to pay tuition in full (regardless of how much has actually been paid at the time of withdrawal). Withdrawal refunds, other than at the midpoint, may be granted according to the terms below for medical reasons and only with written notice, to the Registrar of the Hartt Community Division. Refunds for medical reasons will be considered only with a doctor's note indicating an inability to participate.

Written withdrawal prior to 1st scheduled lesson	100% refundable
Written withdrawal prior to 2nd scheduled lesson	90% refundable
Written withdrawal prior to 3rd scheduled lesson	80% refundable
Written withdrawal prior to 4th scheduled lesson	70% refundable
Written withdrawal prior to 5 th scheduled lesson	60% refundable
Written withdrawal prior to end of January option week	50% refundable
There are no refunds after the January option week January 9-15, 2010.	

ABSENCE/SCHEDULE POLICY: Students will receive make-up lessons missed due to teacher absence or school closure. 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. Dance and First Steps classes may be made up by coming to other classes of the same level, as approved by the instructor. Teachers are not obligated to make up lessons or classes, including chamber music coaching sessions, missed by students. Refunds will not be given for lessons or classes missed by students.

DISCOUNTS: Faculty and staff of the University of Hartford receive a 10% discount on all Hartt Community Division programs for themselves and their children. Hartt Community Division families are granted one 10% family discount toward the least expensive tuition of dance and private music lesson tuitions for courses of more than ten consecutive weeks.

CONDUCT: All students and families are required to conduct themselves in a collegial and cooperative manner and in compliance with applicable law and University policies and procedures. The Hartt Community Division reserves the right to discontinue services to any student at any time, subject to a pro rata refund where deemed appropriate by the Hartt Community Division in its sole discretion.

Signature of Parent or Guardian

X _____

By signing this form, I agree to abide by the policies described below and in the ensemble handbook.

I also give permission for use of my/my child's photograph for promotional purposes unless I check here.

2009-2010 REGISTRATION FORM

ALL INSTRUMENTAL & VOCAL PROGRAMS

Student Name: _____ ID # _____

HCD Private Lesson Teacher: _____

CHECK THIS BOX TO REGISTER	Ensemble	Instrument (write in, if blank)	Coach (write in, if blank)	HCD PL Student Rate	NON-HCD PL Student Rate	Ensemble Tuition Due
	Chamber: Trio/Quartet/Quintet			\$465/year	\$612/year	
	Chamber Ensemble 6-15 students			\$245/year	\$306/year	
	Middle School Percussion Ensemble		Staff TBA	\$306/year	\$357/year	
	High School Percussion Ensemble		B. Toth	\$510/year	\$612/year	
	2010 March Suzuki Workshop March 12-14, 2010 String, Guitar, Piano & Flute		All	\$50 now OR \$75 after Sept. 7, 2009	\$75	
	Suzuki Orchestra: Appogiatura		E. Drake	FREE	\$510/year	
	Suzuki Orchestra: Da Capo		E. Drake	FREE	\$510/year	
	Suzuki Orchestra: Intermezzo		E. Drake	FREE	\$510/year	
	Suzuki Orchestra: Vivace		E. Drake	FREE	\$510/year	
	Vivace Retreat April 23-25, 2010 (tentative)		E. Drake	\$150 now OR \$250 after Sept. 7, 2009	n/a	
	Suzuki Orchestra: Opus		E. Drake	FREE	\$510/year	
	Opus Retreat October 9-11, 2009 (tentative)			\$150 now OR \$250 after Sept. 7, 2009	n/a	
	Concert Ensemble		M. Reisman/A. Francis	FREE	\$510/year	
	CYS (CT Youth Symphony)		D. D'Addio	FREE	\$510/year	
	GHYWE (Greater Hartford Youth Wind Ensemble)		G. Adsit	FREE	\$510/year	
	Suzuki Guitar Orchestra		D. Madsen	FREE	\$510/year	
	Karas Adult String Ensemble		D. Gibson	FREE	\$510/year	
	CCC Overture Choir	n/a	J. Rhone	\$140/year	\$425/year	
	CCC Prelude Choir	n/a	K. Zahara	\$140/year	\$530/year	
	CCC Canticum Choir	n/a	L. Feierabend	\$140/year	\$585/year	
	CCC Cambiata Choir	n/a	S. Ciccarello	\$140/year	\$635/year	
	CCC Concert Choir	n/a	S. Younse/S. Ferrebee	\$140/year	\$635/year	
	High School Chamber Choir	n/a	J. Pott	\$245/year	\$306/year	
	Adult Chamber Choir	n/a	N. Glynn	\$245/year	\$306/year	
	Group Theory & History		E. Sener	FREE	\$510/year	
	Suzuki Group Classes			n/a	\$715/year	
	Performer's Certificate Program		D. Menhart/E. Sener	FREE	\$510/year	

GRAND TOTAL		
Program	Tuition	Office Use Only
Private Lessons	\$	
1st Ensemble: _____	\$	
2nd Ensemble: _____	\$	
3rd Ensemble: _____	\$	
\$25 Registration Fee Waived if received on or before August 1, 2009	\$	
Suggested Donation to the Fund For Access Scholarship Program	\$25.00	
\$30 Late Fee For all registrations received after September 7, 2009	\$	
Total Amount for Full Year	\$	
Amount Due (AT LEAST 10% of TOTAL)	\$	

Payment Information
<p><i>Please make checks payable to: University of Hartford.</i></p> <p>Check No. _____</p> <p>Cash \$ _____</p> <p style="text-align: center;">Note: VISA IS NO LONGER ACCEPTED BY THE UNIVERSITY OF HARTFORD.</p> <p style="text-align: center;">Circle one: MasterCard American Express Discover Card</p> <p>Account# _____</p> <p>Expiration Date _____ Security Code _____</p> <p>Name on Card _____</p> <p style="text-align: right;">Signature of Cardholder</p> <p style="text-align: center;">x _____</p>

PLEASE NOTE:
Credit Cards
are now charged
a 2.75%
Processing Fee.