



Sign-Up Form Music Box 2017-2018

We are delighted that you are joining or returning to The American Conservatory of Paris. In order to enroll in the Conservatory please go through all the steps listed below and either mail or e-mail us your completed sign-up form.

Procedure

1. Fill out your **personal information** (page 2).
2. Choose **lesson option** & choose **time availabilities** for private lessons (page 3).
3. Fill out, sign & date the **automatic withdrawal authorization SEPA form** (page 4).
4. Sign & date a copy of the **school policies** (page 5).

The Conservatory will contact you by e-mail as soon as we receive your sign-up form. Please note that only complete files will be processed and that they will be processed in the order that they are received. If we are unable to provide lessons to you, all payments will be reimbursed.

Contact

Mailing address:

The American Conservatory of Paris
37 avenue de la République
75011 Paris

E-mail:

admissions@americanconservatoryofparis.com

Website:

americanconservatoryofparis.com

Telephone:

01 82 09 57 35

06 37 86 04 98



Sign-Up Form
Music Box 2017-2018

Personal Information

Student

Last name: _____

First name: _____ M / F

Date of birth: ____ / ____ / ____ (DD/MM/YYYY) Nationality: _____

Instrument: _____

Beginner: Yes No Years of study: _____

(If applicable) School: _____ Grade: _____

Parent/Guardian (If student is under 18 years old)

Last name: _____

First name: _____

Tel: (Home) _____ (Mobile) _____

E-mail: _____

Address: _____

Zip code: _____ City: _____

Building: _____ Staircase: _____ Floor: _____

Apartment #: _____ Door Code: _____ Interphone: _____

Preferred teacher: _____

Referred by: _____

How did you hear about us?: _____



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Lesson Options

(Check appropriate lesson length and choose #)

Lesson Options	Choice
<input type="checkbox"/> 45 min Private Lesson	<input type="checkbox"/> 1 Lesson <input type="checkbox"/> ___ Lessons (fill in # of desired lessons)
<input type="checkbox"/> 1 hr Private Lesson	<input type="checkbox"/> 1 Lesson <input type="checkbox"/> ___ Lessons (fill in # of desired lessons)

Time Availabilities

(Please choose **at least 3 options and specify times.**)

Day/ Time	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

Lesson Fees

Lesson Length	Lesson Fee
45 min	73€ per lesson
1 hr	95€ per lesson

All fees paid to the Conservatory for lessons at home are entitled to a 50% reduction/credit through *service à la personne* (French Government Program) on your next tax return. Fees paid to the Conservatory are the fees 'Before Tax Credit'.



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Music Box Policies

Registration

A complete application form must be filled out. For students under 18, a parent or guardian's signature is required.

Class Schedule

Students are entitled to their scheduled time slots as agreed upon with their teacher.

Missed Private Lessons

Lessons that must be missed due to teacher illness or professional obligations will be rescheduled or refunded. If a student misses a private lesson, the teacher is under no obligation to reschedule. Please inform the Conservatory of any travel plans or other conflicts as early as you can to facilitate rescheduling.

Discontinuation/Withdrawal

Students who are unable to continue their participation in the Conservatory programs due to illness, relocation or other extenuating circumstances **at the discretion of the Conservatory**, will receive a prorated refund of their tuition less a 50€ cancellation fee. In other cases, the entire tuition fee will be charged whether lessons are taken or not. Informing the instructor of the intent to withdraw, or not attending lessons, does not constitute withdrawal.

Refunds

NO REFUNDS will be issued for tuition paid other than in unavoidable, documented circumstances. The tuition fee is refundable **only** if the conservatory is not able to provide a suitable time slot.

I, _____, the undersigned, acknowledge that I have received a copy of The American Conservatory of Paris School Policies. I understand and agree to these policies and to the Missed Private Lessons and Refund Policies.

Signature of Student/Parent/Guardian

Date