



THE AMERICAN CONSERVATORY OF PARIS

Sign-Up Form 2018-2019

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 your **private lesson option & fill out your **time availabilities** (page 3).**
3. Choose your optional **Saturday Conservatory Group Classes** (page 4).
4. Choose your **payment option**. Fill out, sign & date the **automatic withdrawal authorization SEPA form** (page 6).
5. Sign & date a copy of the **school policies** (page 7).

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. There are a limited number of spaces available. The association membership and tuition fees will only be withdrawn upon confirmation of your lessons/classes and are non-refundable. If we are unable to provide lessons/classes to you, all payments will be reimbursed.

Please note:

PRIVATE LESSONS ARE AT YOUR HOME IN PARIS.

(ISP STUDENTS MAY CHOOSE TO HAVE LESSONS DIRECTLY AFTER SCHOOL AT ANY OF THE ISP CAMPUSES)

SATURDAY CONSERVATORY IS AT THE NEW CAMPUS OF THE INTERNATIONAL SCHOOL OF PARIS - CORTAMBERT, PARIS 16TH METRO RUE DE LA POMPE / PASSY

Contact

Mailing address:

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

E-mail:

admissions@americanconservatoryofparis.com

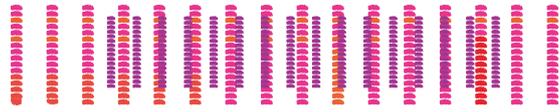
Website:

americanconservatoryofparis.com

Telephone:

01 82 09 57 35

06 37 86 04 98



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2018-2019

Personal Information

Student

Last name: _____

First name: _____ M / F

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

School (if applicable): _____ School Grade: _____

Instrument: _____ ABRSM Grade (if applicable/known): _____

Beginner: Yes No Years of study: _____

ISP STUDENTS: I wish to have lessons after school at ISP Yes No

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

Last name: _____

First name: _____

Telephone: (Home) _____ (Mobile) _____

E-mail: _____

Address: _____

Zip code: _____ City: _____

Building: _____ Staircase: _____ Floor: _____

Apartment #: _____ Door Code: _____ Interphone: _____

Preferred teacher: _____

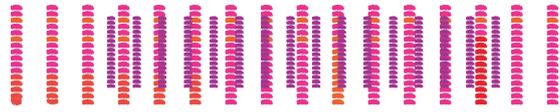
Referred by: _____

How did you hear about us?: _____

IMPORTANT: Do you wish to take an ABRSM exam? YES NO MAYBE

The Conservatory is one of the few music schools in Paris that offers to prepare their students for ABRSM exams. These exams are optional. We recommend talking to your teacher about them if you are interested. If you wish to take this exam, we strongly recommend taking our Music Theory/ABRSM Prep Class, part of our Saturday Conservatory program. These exams are for students 6 years old to adult. To learn more about this exam, please visit our website:

www.americanconservatoryofparis.com/abrs-sm-exams/



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Private Lessons Options

(Choose one)

Private Lessons 1 hr 45 min 30 min at *ISP RANELAGH ONLY*
(Weekly private lessons - ages 6 to adult)

Paired Lessons 1 hr (30 min + 30 min) 1.5 hrs (45 min + 45 min)
(Weekly paired lessons are ideal for siblings or friends playing the same instrument, at the same address, with back-to-back lesson times. Your partner must also fill out a sign-up form.)

Partner's Name: _____

Time Availabilities for Private Lessons

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

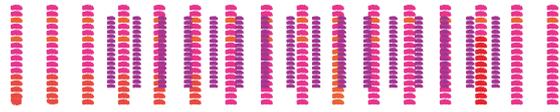
| Day/ Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------|--------|---------|-----------|----------|--------|----------|
| Morning | | | | | | |
| Afternoon | | | | | | |
| Evening | | | | | | |

Your assigned teacher will schedule your lesson day and time within two weeks. Students are entitled to their time slots for the entire school year. There are 30 weeks of lessons per year. The yearly tuition fee can be paid in 1, 3, or 10 times at not additional fee. If you begin after September, classes and fees are prorated.

If you would like to take additional lessons over the vacations, before the concerts, or an exam, please contact us directly and we can help organize them. All lessons over the 30 during the school year are 10% off.

Concert Dates 2018 / 2019

There are two concerts per year on the following weekends: **February 3, 2019** and **June 16, 2019**. These concert opportunities are offered to all Conservatory students.



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Conservatory Group Classes

I wish to participate in Conservatory Group Classes:

- YES - Choose Class Option(s) & Availabilities
- MAYBE (I would like to be contacted.)
- NO (Continue to page 6.)

*** Saturday Conservatory Schedule (Ages 6 - Adult) ***

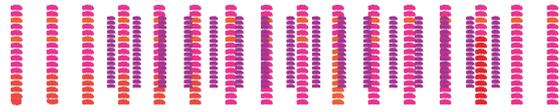
- Held 24 Saturdays throughout the school year.
- **Open House / Level Placements September 29, 2018 10h-11h.**
- Classes are divided into different levels. All students will be placed in their appropriate level before/on their first day.
- Students staying for two classes will be supervised during breaks and must bring their own drinks and/or snacks.

| | |
|--|--|
| <input type="checkbox"/> 10h00-11h00 - Beginner | Suzuki Violin - 1 hr Suzuki based his approach on the belief that "Musical ability is not an inborn talent but an ability which can be developed. Any child who is properly trained can develop musical ability, just as all children develop the ability to speak their mother tongue. The potential of every child is unlimited." |
| <input type="checkbox"/> 10h00-11h00 - All Levels Students from beginner through advanced, will be placed in their correct level their first day of class. | Music Theory / ABRSM Prep Class - 1 hr These classes teach students the basics of music education: note reading, rhythm, music theory and singing; in short, the musical alphabet and how to read it proficiently. These classes also prepare students for ABRSM Theory exams and aural testing that is part of every practical exam Grades 1-8. |
| <input type="checkbox"/> 11h00-13h00 - All Levels Students from beginner through advanced, will be placed in their correct level before their first day of class. | Chamber Music / Rock Band - 2 hrs Performing in an ensemble activates and enhances student's innate love of music-making. By playing with their peers, students learn to listen and observe others around them, which strengthens their aural awareness, intonation, and balance. This opportunity is open to all students of all ages and levels. |

*** Spring Vacation ABRSM Workshop (Ages 6 - Adult) ***

- A fantastic opportunity for children to concentrate on their upcoming exam with their teachers and peers by their sides. They will practice privately and in groups with one goal in mind, to solidify their expertise on all components of the ABRSM exam.
- Students are supervised during breaks and must bring their own drinks and snacks.
- Students are highly recommended to take this camp if they are preparing the ABRSM exam in June 2019.

| | |
|--|---|
| <input type="checkbox"/> <p style="text-align: center;">ABRSM Boot Camp Monday-Friday 9h30-15h30 April 29-May 3, 2019</p> | Daily Mock Exams, Scale Practice, Performance of all Pieces Daily, Sight Reading Games, Aural Theory Prep. Everything you need to hone your skills 1 month before the exam! |
|--|---|



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Private Lesson - Tuition Fees / Payment Options

ALL FEES are prorated if you do not start in September

| 30 Weekly Private Lessons | 10 Payments | 3 Payments | 1 Payment |
|--|------------------|------------------|-------------------|
| There is a 105€ association and application fee charged per family per year. | | | |
| Private Lessons 1 hr | 297€ | 990€ | 2970€ |
| Private Lessons 45 min | 234€ | 780€ | 2340€ |
| Paired Lessons 30 min + 30 min | 150€ per student | 500€ per student | 1500€ per student |
| Paired Lessons 45 min + 45 min | 225€ per student | 750€ per student | 2250€ per student |
| AT ISP Ranelagh ONLY 30 min | 168€ per student | 560€ per student | 1680€ per student |

- Lessons begin the week of September 17th.
- There are 30 weeks of lessons from September - June.
- All fees paid to the Conservatory for lessons taken at home are entitled to a 50% tax reduction/ credit through *service à la personne* (a French Government Program).
- Fees paid to the Conservatory are the fees before the tax credit.

Saturday Conservatory - Tuition Fees / Payment Options

ALL FEES are prorated if you do not start in September

| | Weeks | 10 Payments | 3 Payments | 1 Payment |
|---|-------|-------------|------------|-----------|
| There is a 15€ association fee charged per family per year. | | | | |
| Suzuki Violin | 24 | 63€ | 210€ | 630€ |
| Music Theory/ABRSM Prep | 24 | 63€ | 210€ | 630€ |
| Chamber Music/Rock Band | 24 | 123€ | 410€ | 1230€ |

- ALL FEES are prorated if you do not start the first weekend October 6, 2018.

Spring Vacation - ABRSM Workshop - Tuition Fees

| | Days | 1 Payment (Withdrawn April 2019) |
|---|------|----------------------------------|
| There is a 15€ association fee charged per family per year if you are not already enrolled in the Conservatory. | | |
| ABRSM Boot Camp | 5 | 499€ |
| | 1 | 119€ |

- You may sign up for 1 or as many days of the camp as you can or would like.



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Payment Options

(Choose one.)

The Conservatory will send you an invoice according to the payment plan you choose.

- 1 payment by automatic payment authorization
- 3 payments by automatic payment authorization
- 10 payments by automatic payment authorization

Automatic Withdrawal Authorization SEPA Form

By signing this mandate, you authorize

- (A) The American Conservatory of Paris to send instructions to your bank to debit from your account, and
- (B) your bank to debit your account conforming to the instructions of The American Conservatory of Paris.

You have the right to be reimbursed by your bank according to the conditions described in the contract you agreed upon with your bank. A request to be reimbursed must be presented within 8 weeks after the date of debit to your account for an authorized withdrawal.

En signant ce formulaire de mandat, vous autorisez

- (A) The American Conservatory of Paris à envoyer des instructions à votre banque pour débiter votre compte, et
- (B) votre banque à débiter votre compte conformément aux instructions de The American Conservatory of Paris.

Vous bénéficiez du droit d'être remboursé par votre banque suivant les conditions décrites dans la convention que vous avez passée avec elle. Une demande de remboursement doit être présentée dans les 8 semaines suivant la date de débit de votre compte pour un prélèvement autorisé.

(The Conservatory will designate you a mandate number.)



Référence unique du mandat : _____

Identification creditor SEPA
Identifiant créancier SEPA
FR39ZZZ636501-001

Debtor/Débiteur :

Name/Votre Nom _____

Address/Votre Adresse _____

Postal Code/Code Postal _____ City/Ville _____

Country/Pays _____

Creditor /Créancier :

The American Conservatory of Paris
37 Avenue de la République
75011 Paris
France

IBAN

BIC

Payment : Monthly Trimestrial Yearly
Paiement : Récurrent Ponctuel Annuel

IMPORTANT : The yearly association and application fees of 105€ (Private lessons) or 15€ (Group Classes) per family will be withdrawn with my 1st payment.

Signed in (City) : _____
A: _____

Date : / /
Le: _____

Signature : _____



School Policies

Registration and Payment

A complete sign-up form must be filled out. For students under 18, a parent or guardian's signature is required. The yearly association membership (15€) and application (90€) fees for a total of 105€ will be withdrawn along with your first automatic withdrawal. **Enrollment is annual.** Tuition is due depending on the payment plan you choose: For annual payments, the tuition is due in full by automatic withdrawal before the first scheduled lesson/class. For trimestrial payments by automatic withdrawal, your bank account will be debited on September 20th, January 20th, and April 20th. For monthly payments, your bank account will be debited the 20th of each month from the month of your first scheduled class up until June. Course fees are prorated for students beginning on any date throughout the year after September.

Lesson Schedule

Students are entitled to their time slots for the **entire current school year**. There are **30 weeks** of class per year. The number of lessons is prorated to the starting date.

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.

Missed Group Classes

If a student misses a group class, unfortunately, it will not be rescheduled or refunded. There are **24 weeks** of group classes per year. The number of classes is prorated to the starting date.

Cancellation Before Classes Begin

If a student cancels their registration before classes begin, the full application and association membership fees will be lost.

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 100€ cancellation fee. In other cases, the entire academic year tuition fee will be charged whether lessons are taken or not. Students over 18, parents, or legal guardians must notify the Conservatory by certified letter at least 3 weeks before the beginning of a trimester of the intent of discontinuation/withdrawal. Informing the instructor of the intent to withdraw, or not attending classes, does not constitute withdrawal.

Refunds

NO REFUNDS will be issued for tuition paid for the ongoing trimester other than in unavoidable, documented circumstances, at the **discretion of the Conservatory**.

The association and inscription fees are refundable **only** if the Conservatory is not able to provide the student a suitable time slot.

Right to Image

I authorize The American Conservatory of Paris to take occasional photos and videos of my child during the Conservatory's activities and to use them for educational purposes and on our website.

YES

NO

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

Signature of Student/Parent 1/Guardian 1

Date

Signature of Parent 2/Guardian 2

Date