



THE AMERICAN CONSERVATORY OF PARIS

## Sign-Up Form 2019-2020

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 The association membership and tuition fees will only be withdrawn upon confirmation of your lessons/classes and are non-refundable.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

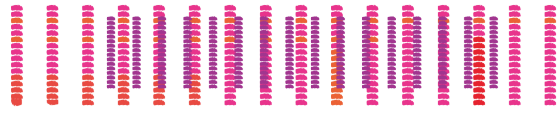
**Website:**

americanconservatoryofparis.com

**Telephone:**

01 82 09 57 35

06 37 86 04 98



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## 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/](http://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.)

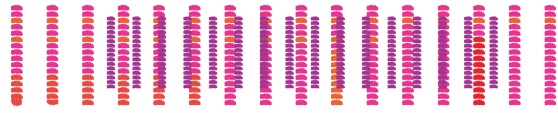
Day/ Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

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 2019 / 2020**

There are two concerts per year on the following weekends: **January 25/26, 2019 and June 13/14, 2019**. These concert opportunities are offered to all Conservatory students.



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### Conservatory Group Classes

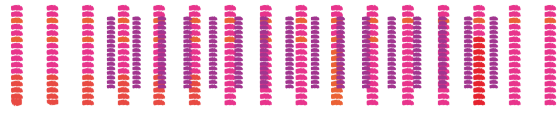
I wish to participate in Conservatory Group Classes:

- 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 28, 2019 10h-13h.**
- 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	<b>Suzuki Violin - 1 hr</b> 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.	<b>Music Theory / ABRSM Prep Class - 1 hr</b> 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.	<b>Chamber Music / Rock Band - 2 hrs</b> 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.



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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.





## 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