



## Sign-Up Form Music Box 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 **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).

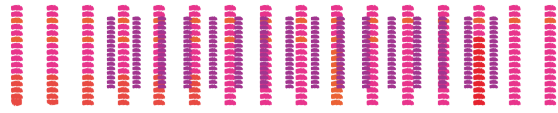
*The Conservatory will contact you by e-mail as soon as we receive your sign-up form. Please note that only complete files will be processed and that they will be processed in the order that they are received. If we are unable to provide lessons to you, all payments will be reimbursed.*

### 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



THE AMERICAN CONSERVATORY OF PARIS

Sign-Up Form  
Music Box 2019-2020

## 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: \_\_\_\_\_

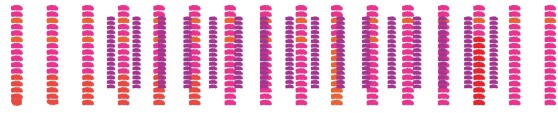
Building: \_\_\_\_\_ Staircase: \_\_\_\_\_ Floor: \_\_\_\_\_

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	78€ per lesson
1 hr	99€ per lesson

If you pay taxes in France, 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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**Payment Options**

(Choose one.)

The Conservatory will send you a detailed invoice.

- 1 payment by automatic payment authorization
- 1 payment by cash

**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 [ ]

**Signed in (City) :**

A : \_\_\_\_\_

**Date :**

Le: [ ][ ][ ]/[ ][ ][ ]/[ ][ ][ ][ ][ ]

**Signature :**

\_\_\_\_\_



## Sign-Up Form Music Box

### 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