



THE AMERICAN CONSERVATORY OF PARIS

## Sign-Up Form 2021-2022

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 **online lesson option**. (page 4).
4. Choose your **payment option**. If necessary 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 The association membership and tuition fees will only be withdrawn upon confirmation of your lessons/classes and are non-refundable.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)**

### Contact

**Mailing address:**

The American Conservatory of Paris  
5 boulevard Jules Ferry  
75011 Paris

**E-mail:**

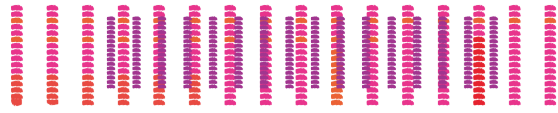
admissions@americanconservatoryofparis.com

**Website:**

americanconservatoryofparis.com

**Telephone:**

06 37 86 04 98



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Sign-Up Form  
2021-2022

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

### If you are taking lessons at home please fill out this section:

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

Apartment #: \_\_\_\_\_ Door Code: \_\_\_\_\_ Interphone: \_\_\_\_\_

Preferred teacher: \_\_\_\_\_

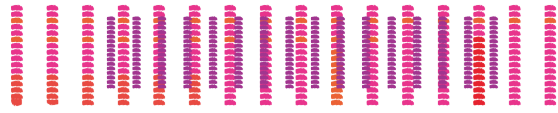
Referred by: \_\_\_\_\_

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. The Conservatory offers online support and lessons to help students prepare for all aspects of these exams. ABRSM exams are for students 6 years old to adult. To learn more about this exam, please visit our website:

[www.americanconservatoryofparis.com/abrsms-exams/](http://www.americanconservatoryofparis.com/abrsms-exams/)



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### At Home Private Lessons Options

(Choose one)

Private Lessons (Weekly private lessons - ages 6 to adult)	<input type="checkbox"/> 1 hr	<input type="checkbox"/> 45 min
Paired Lessons (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.)	<input type="checkbox"/> 1 hr (30 min + 30 min)	<input type="checkbox"/> 1.5 hrs (45 min + 45 min)
Partner's Name: _____		

### At ISP Private Lessons Options

(Choose one)

Private Lessons (Weekly private lessons - kindergarten and up)	<input type="checkbox"/> 1 hr	<input type="checkbox"/> 45 min	<input type="checkbox"/> 30 min at ISP RANELAGH ONLY
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### Time Availabilities for Private Lessons

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

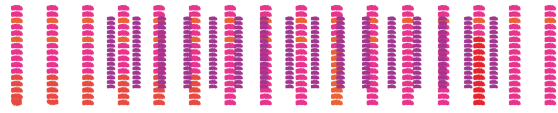
Day/ Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

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.

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 30 during the school year are 10% off.

### Concerts 2021 / 2022

There are two concerts per year in the winter and spring. The dates will be announced during the school year. These concert opportunities are offered to all Conservatory students.



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### Online Only Private Lessons Options

(Choose one)

Private Lessons  90 min  60 min

(Weekly private lessons - ages 6 to adult)

You lesson time can be divided into 2 or 3 sessions per week.

How this works:

For 90 min you can choose 2 sessions of 45 min or 3 sessions of 30 min.

For 60 min you can choose 2 sessions of 30 min or 3 sessions of 20 min.

### Online Follow-Up Private Lessons Options - For students at home and ISP

(Choose one)

Private Lessons  20 min  15 min

(Weekly follow-up lessons online.)

How this works:

These lessons are in addition to your at home (or ISP) lessons on page 3. An additional online 15 or 20 min follow-up lesson will shorten the gap between lessons and keep your motivation up.

### Online Private Music Theory Lessons Options - For all students

(Choose one)

Private Lessons  40 min  30 min

(Weekly music theory lessons online.)

### Online Time Availabilities for Online Private Lessons (Paris time CET)

(Please choose **at least 5 options** and specify times.)

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

### Zoom Concerts 2021 / 2022

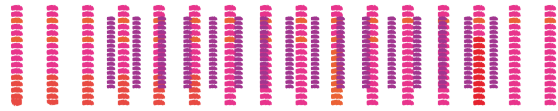
There are two Zoom concerts per year in the winter and spring. The dates will be announced during the school year. These concert opportunities are offered to all online Conservatory students.

### Tuition Fees / Payment Options

- You can choose from the following 3 payment options.
- THERE ARE 30 LESSONS IN AN ANNUAL INSTALLMENT.
- ALL FEES ARE PRORATED TO THE MONTH YOU START.

30 Weekly Private Lessons	10 Installments	3 Installments	1 Installment
There is a 105€ association and application fee charged per family per year.			
<b>At Home</b>			
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
<b>At ISP</b>			
Private Lessons 1 hr	297€	990€	2970€
Private Lessons 45 min	234€	780€	2340€
AT ISP Ranelagh ONLY 30 min	168€	560€	1680€
<b>Online</b>			
Private Lessons 90 min	297€	990€	2970€
Private Lessons 60 min	234€	780€	2340€
Follow-Up Lessons 20 min	66€	220€	660€
Follow-Up Lessons 15 min	57€	190€	570€
Music Theory Lessons 40 min	132€	440€	1320€
Music Theory Lessons 30 min	117€	390€	1170€

- Lessons begin the week of September 13th.
- 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.
- The yearly tuition fee can be paid in 1, 3, or 10 installments at not additional fee.
- All fees are prorated to the month you start.
- Conservatory students can take additional lessons over the summer at a discounted price.



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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 or bank transfer
- 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  
5 boulevard Jules Ferry  
75011 Paris  
France

**IBAN** \_\_\_\_\_

**BIC** \_\_\_\_\_

**Payment :**

Païement :

Monthly  
Récurrent

Trimestrial  
Ponctuel

Yearly  
Annuel

**IMPORTANT :** The yearly association and application fees of 105€ 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.

### 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.

### Extreme circumstances

Lessons will be held online in the cases of transportation strikes, an epidemic/pandemic, or any act of god.

### 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