



THE AMERICAN CONSERVATORY OF PARIS

Sign-Up Form

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 The association membership and tuition fees will only be withdrawn upon confirmation of your lessons/classes and are non-refundable.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

Personal Information

Student

Last name: _____

First name: _____ Gender: _____

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

MARYMOUNT STUDENTS: I wish to have lessons after school at MM ☐ 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:

Door Code: _____ Building: _____ Interphone: _____

Staircase: _____ Floor: _____ Apartment #: _____

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 of **all ages and levels** for ABRSM exams. These exams are optional. We recommend talking to your teacher about them if you are interested. To learn more about this exam, please visit our website: www.americanconservatoryofparis.com/abrs-sm-exams/



Sign-Up Form

At Home Private Lessons Options

(Choose one)

Private Lessons ☐ 60 min ☐ 45 min ☐ 30 min (*under 8yo ONLY*)

(Weekly private lessons - ages 6 to adult)

Paired Lessons ☐ 60 min (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: _____

At ISP Private Lessons Options

(Choose one)

Private Lessons ☐ 60 min ☐ 45 min ☐ 30 min *at ISP RANELAGH ONLY*

(Weekly private lessons - kindergarten and up)

At MARYMOUNT Private Lessons Options

(Choose one)

Private Lessons ☐ 60 min ☐ 45 min ☐ 30 min (*under 8yo ONLY*)

(Weekly private lessons - kindergarten and up)

Time Availabilities for Private Lessons

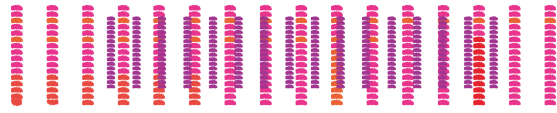
(Please choose **at least 3 options** and specify times.)

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

- Once we receive your sign-up form we work to pair you with a teacher at a day and time your choosing. If none of your availability fits with our faculty, we will propose other options until we find a suitable time. Students are entitled to their time slots for the entire school year.
- If you take additional lessons over the vacations, before the concerts, or an exam, please email us and we can organize them. All extra lessons are 10% off.

Concerts

There are two concerts per year in the winter and spring. The dates are in your Practice Planner, the study book you receive at your first lesson. All students are encouraged to perform.



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Sign-Up Form

Online Only Private Lessons Options

(Choose one)

Private Lessons ☐ 60 min ☐ 45 min ☐ 30 min (under 8yo ONLY)
(Weekly private lessons - ages 6 to adult)

Online Private Music Theory Lessons Options

(Choose one)

Private Lessons ☐ 60 min ☐ 45 min ☐ 30 min (under 8yo ONLY)
(Weekly music theory lessons online.)

10-Pack ABRSM Gr. 5 Prep ☐ 60 min
(For students passing ABRSM Gr. 4, 5, or 6 Practical or Performance Exams.
This is an express package to pass your required Gr. 5 Theory Exam.)

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						

Tuition Fees

Tuition Fees / Payment Options

- You can choose from the following 3 payment options.
- THERE ARE 30 LESSONS IN AN ANNUAL INSTALLMENT.
- ALL FEES AND # OF LESSONS 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.			
At Home			
Private Lessons 1 hr	312€	1040€	3120€
Private Lessons 45 min	249€	830€	2490€
Private Lessons 30 min (for children under 8 years old only)	183€	610€	1830€
Paired Lessons 30 min + 30 min	165€ per student	550€ per student	1650€ per student
Paired Lessons 45 min + 45 min	240€ per student	800€ per student	2400€ per student
At ISP & At Marymount			
Private Lessons 1 hr	312€	1040€	3120€
Private Lessons 45 min	249€	830€	2490€
AT ISP Ranelagh ONLY 30 min / AT MM Under 8 YO 30 min	183€	610€	1830€
Online			
Online Private Lessons 60 min	249€	830€	2490€
Online Private Lessons 45 min	183€	610€	1830€
Online Private Lessons 30 min (for children under 8 years old only)	129€	430€	1290€
ABRSM Gr. 5 Music Theory Prep - 10 Lesson Package			
Online Private Lessons 60 min	280€ (3 payments)	-	840€

- Lessons begin the week of September 16th or the 1st week of after school activities at ISP & MM.
- There are 30 weeks of lessons from September - June.
- The yearly tuition fee can be paid in 1, 3, or 10 installments at not additional fee.
- All fees and # of lessons are prorated to the month you start.
- If you would like to take additional lessons over the vacations, before the concerts, or an exam, please contact us to organize them. All extra lessons are 10% off.



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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, bank transfer, or cash
- ☐ 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
Récurent

☐

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 :



THE AMERICAN CONSERVATORY OF PARIS

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