



## 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**, sign & date a copy of the **school policies** (page 6).

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 The inscription and tuition fees will only be withdrawn upon confirmation of your lessons/classes and are non-refundable.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

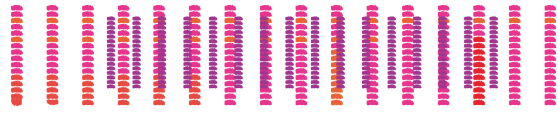
***PRIVATE LESSONS ARE AT YOUR HOME IN PARIS.***

### Contact

**Mailing address:**  
ACP Music  
36 rue Scheffer  
75016 Paris

**E-mail:**  
admissions@americanconservatoryofparis.com  
**Website:**  
americanconservatoryofparis.com

**Telephone:**  
06 37 86 04 98



THE AMERICAN CONSERVATORY OF PARIS

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## 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

ERMITAGE IB STUDENTS: I wish to have lessons after school at ER  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 #: \_\_\_\_\_

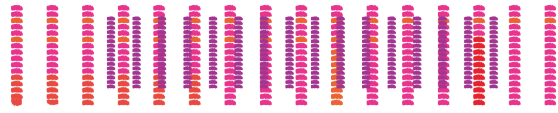
Preferred teacher: \_\_\_\_\_

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/](http://www.americanconservatoryofparis.com/abrs-sm-exams/)



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**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 (under 8yo 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)

**At ERMITAGE IB 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**

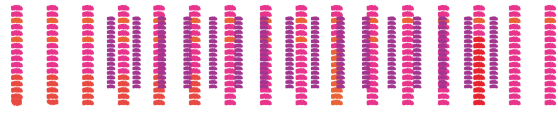
(Please choose **at least 3 options** and specify times.)

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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### Online Only Private Lessons Options

(Choose one)

Private Lessons  60 min  45 min

(Weekly private lessons - ages 6 to adult)

### Online Private Music Theory Lessons Options

(Choose one)

Private Lessons  60 min  45 min

(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.)

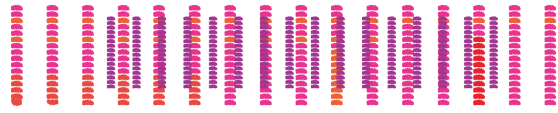
Day/ Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

### Tuition Fees / 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€ inscription fee charged per family per year.			
<b>At Home</b>			
Private Lessons 1 hr	330€	1100€	3300€
Private Lessons 45 min	270€	900€	2700€
Private Lessons 30 min (for children under 8 years old only)	195€	650€	1950€
Paired Lessons 30 min + 30 min	177€ per student	590€ per student	1770€ per student
Paired Lessons 45 min + 45 min	240€ per student	830€ per student	2490€ per student
<b>At ISP / At Marymount / At Ermitage IB</b>			
Private Lessons 1 hr	330€	1100€	3300€
Private Lessons 45 min	270€	900€	2700€
At ISP Ranelagh ONLY 30 min / At MM & ER Under 8 YO 30 min	195€	650€	1950€
<b>Online</b>			
Online Private Lessons 60 min	270€	900€	2700€
Online Private Lessons 45 min	195€	650€	1950€
<b>ABRSM Gr. 5 Music Theory Prep - 10 Lesson Package</b>			
Online Private Lessons 60 min	300€ (3 payments)	-	900€

- Lessons begin the week of September 14 or at the start of after school activities at ISP, MM & ER.
- 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 - we will attached our RIB to your Invoice  
 cash - please prepare an envelope for your first lesson
- 3 payments by automatic payment authorization
- 10 payments by automatic payment authorization

#### **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 enrollment is 105€ that 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 inscription fee 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 enrollment fees is 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