

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_  
*Please complete a separate registration form for each student.*

Parent/Guardian's Name (if under 18) \_\_\_\_\_ UMKC full-time faculty/staff? Yes  No

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Private Lessons	Spring Semester (January 3 – May 14)	Full Tuition	UMKC Faculty/Staff Discount
Private Lessons (30 minutes)	18 lessons @ \$27.50/lesson	\$495	\$396
Private Lessons (45 minutes)	18 lessons @ \$41.25/lesson	\$742.50	\$594
Private Lessons (60 minutes)	18 lessons @ \$55.00/lesson	\$990	\$792

**To pay by check:** send completed registration form and check to 5227 Holmes, Kansas City, MO 64110 or drop completed registration form and check in our lock boxes located in the main lobby of Grant Hall and the lobby of Charlotte House.

**To pay by credit card:** visit us at [conservatory.umkc.edu/cmda](http://conservatory.umkc.edu/cmda) and click Register Online. If you already have an online account, but are having trouble logging in, please call our office at 816-235-2741. **Note: additional Processing Fees may apply with credit card transactions.**

Instructor/Class	Lesson Length	Lesson Day and Time	Number of lessons	Total
	15 / 30 / 45 / 60			
<b>Payment Options</b>			<b>Registration Fee</b>	<b>\$15.00</b>
<input type="checkbox"/> I wish to pay in full. The total amount due is enclosed.			(to be paid once per student)	
<input type="checkbox"/> I wish to pay in 3 installments. The first payment (1/3 of the total due) is enclosed. The second payment is due <u>February 15th</u> and the third payment is due <u>March 15th</u> .			<b>Total:</b>	
<b>Note: If signing up for a payment plan, we ask that you sign up for automatic payments. If you are a first time student a temporary login and password will be emailed to you after you are registered.</b>			<b>Enclosed:</b>	
			<b>Check #:</b>	

I have read and understand the Community Music and Dance Academy Lesson and Class Policies that apply to the registration above (see back of registration form):

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Lesson and Class Policies**

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The policies and procedures of the Community Music & Dance Academy have been established in order to help students achieve continuity of study. All students are required to abide by them.

1. Academy lessons/classes are scheduled on a semester basis (Fall, Spring, and Summer semesters). Students must enroll for a full semester or any remaining portion thereof (if enrolling mid-semester).
2. Payment for lessons or classes must be received before the start of a student's first lesson or class. Students may not attend lessons or classes that have not yet been paid for. Payment may be made in full or in installments, due on dates specified by the Academy. Regardless of payment type, all students must commit to a full semester of lessons at time of enrollment. If a student withdraws after the first lesson, payment in full will still be due.
3. Administrative/Credit Card Processing Fees are non-refundable.
4. Students must make every effort to be on time for all lessons and classes. In consideration to subsequent students and classes, all lessons/classes will begin and end at the scheduled time. Out of courtesy for your instructor, students are requested to call at least 24 hours in advance of an absence. Instructors will provide you with a voice mail number to leave messages. If this number is not available, please call 816-235-2741. The Academy does not offer make-ups, credits, or refunds due to lessons or classes missed by students, regardless of the reason. Lessons canceled due to instructor absence, however, will be rescheduled.
5. When the University of Missouri-Kansas City cancels classes due to severe weather or other emergency circumstances, the Academy is closed. In these cases, the instructors may choose to make up the lesson or compensate the student in the form of a credit. If the University is open, the Academy is also open, and all lessons will take place as scheduled.
6. Students and/or parents have the responsibility of notifying the Academy office when problems arise, whether financial, instructional or personal. Every effort will be made to respond to individual needs.
7. The Academy reserves the right to dismiss any student because of lack of interest or progress, frequent unexcused absences (more than two consecutive lessons), frequent tardiness, frequent schedule changes, behavioral problems, delinquency in payment of tuition, and/or failure to abide by policy. No refunds will be given to students who are dismissed from lessons.
8. Students enrolling for individual lessons cannot be currently studying that same instrument at another institution or with a private teacher, without the prior approval of the Academy. (In general, school music programs such as choir, band, and orchestra do not constitute a conflict.)
9. The Academy does not discriminate on the basis of race, color, nationality, sex, ethnic origin or religious conviction in any policy related to admissions, financial matters, educational programs or activities.
10. Please note that there is no free parking on campus.
11. At the discretion of the teacher, a studio may choose to hold a special "9<sup>th</sup> week activity" instead of a regular lesson. Students who opt out of this activity are not guaranteed a regular lesson that week.
12. Rates may increase annually and proportionately in conjunction with tuition increases at UMKC and cost of living inflation.

For more information about these policies, please contact the Academy Program Assistant:

Elizabeth Valle, Program Assistant  
music-ce@umkc.edu