

PINE TREE CENTER FOR THE ARTS

Quality Enrichment for All

67 Pownal Road ♦ Freeport ♦ Maine ♦ 04032

Tel: 207-865-3665 ♦ Fax: 207-865-3383

September 2016 – August 2017

e-mail: dkrueger@pinetreeacademy.org

REGISTRATION FORM:

Student Information:

Name: _____ New Returning
First MI Last

Check if new Address Mailing Address: _____

City: _____ State: _____ Zip: _____ Billing Name: _____

Home Phone: _____ Cell Phone _____ Work Phone: *(Adult Students Only)* _____

E-mail: _____ Billing address: _____

If student is under 18, please complete this section:

Date of Birth: _____ Age: _____ Grade: _____ School: _____

Health Considerations: *(allergies, etc.)* _____

Family Information:

Mother/Guardian's Name: _____ Work Phone: _____ Ext: _____

Father/Guardian's Name: _____ Work Phone: _____ Ext: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

Please enter your registration choices below - based on information from the class/lesson lists.

Class/Ensemble: Please see PTCA office.

Class/Ensemble Tuition:	
Registration Fee*: <small><i>(\$15 per family Sept-Aug)</i></small>	
Class Material Fee:	
Other:	
Class/Ensemble Total:	

Class/Ensemble Name: _____

Day: _____ Time: _____

Payment: *Please make all checks payable to Pine Tree Academy*

Class/Ensemble

Private Lesson/Tutoring Session:

Instrument/Subject: _____

Private Lessons

Lesson/Tutor Tuition Payment:	
Registration Fee*: <i>(\$15 per family Sept-Aug)</i>	
\$ ____/Lesson x # of Lessons:	
Other:	
Lesson/Tutoring Total:	

Instructor Preference, if any: _____

Lesson Length: 60 min. (\$44) 45 min. (\$33) 30 min. (\$22)

Level: Beginner Adv. Beginner Intermediate Advanced

Non-PTA Tutoring Session Length: __ 60 min.(\$40-45) __ 45 min.(\$30-35)

PTA Students: __ 60 min.(\$28) __ 45 min.(\$21)

Lesson/Tutoring Time Availability: *Please see PTCA office.*

Important: *Accounts 60 days past due will result in the immediate cancellation of private lessons/tutoring sessions. (See back)*

*Registration fee waived for Pine Tree Academy Students

~ OVER FOR IMPORTANT FINANCIAL INFORMATION ~

GENERAL FINANCIAL INFORMATION

ATTENDANCE POLICY:

One music lesson/tutoring session excused absence (with 24-hour notice) will be given per semester. (The exception is Pine Tree Academy off campus activities such as field trips, however, students are responsible for giving a minimum of prior 24-hour notice.) *Students will be charged for other "excused" absences at the discretion of the teacher.* Students will not be charged for teacher absences. When possible, lessons due to teacher absences will be made up, otherwise student will not be billed. Teacher and student will arrange make-up time.

Tutoring session day (s) and time (s) are to be scheduled with the PTCA office.

Music lesson day (s) and time (s) are to be scheduled with the PTCA office.

Lessons/tutoring are not to begin until student is registered with the PTCA Director and the student has received financial clearance.

Missed ensembles and classes **cannot** be made up. **Students cannot start ensembles/classes until financial clearance has been received. Fees and tuition are non-refundable.**

BILLING INFORMATION FOR CLASSES AND ENSEMBLES:

Semester tuition and yearly registration fees for classes and ensembles are due in full at the time of registration.

BILLING INFORMATION FOR MUSIC LESSONS AND TUTORING SESSIONS:

Payment Plan A:

Yearly family registration fee and current semester of music lessons/tutoring sessions paid at time of registration.

Payment Plan B:

Yearly family registration fee paid at time of registration. Students will be billed monthly for actual lessons. Accounts must be kept up-to-date. *Accounts 60 days past due will result in the immediate cancellation of private lessons/tutoring sessions. Lessons/tutoring can resume when payments are current.*

DROP DEADLINES AND REFUNDS:

One week notice is needed in order to drop music lessons and tutoring sessions. Notification of withdrawal, requests for refunds and any changes in status (i.e. changing length of music lesson/tutoring session) must be made to the PTCA Director.

Fees and tuition for classes and ensembles are non-refundable after the beginning of the semester.

HOW DID YOU HEAR ABOUT PTCA? _____

I accept responsibility for payment of all expenses incurred while I, or the student I am financially supporting, is attending Pine Tree Center for the Arts at Pine Tree Academy. I also agree to abide by the financial, registration and attendance policies.

Signature: _____ **Date:** _____