

# Brooklyn College | Preparatory Center for the Performing Arts

## 2024 Spring Registration Form

Registration Forms can be filled out online, or printed, filled out and scanned.

**To enroll**, please e-mail the completed forms to [bcpc@brooklyn.cuny.edu](mailto:bcpc@brooklyn.cuny.edu) and call (718) 951-4111 with your credit card information, or simply visit the Preparatory Center office to enroll in-person.

*Please provide all requested information even if there has been no change since last year.*

*If more than one member of the family is registering for classes, please use a separate registration form.*

<b>STUDENT INFORMATION</b>		<input type="checkbox"/> New Student	<input type="checkbox"/> Returning Student
Student's Last Name:		First Name:	
Gender: <input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:	
Lesson Format: <input type="checkbox"/> Remote <input type="checkbox"/> In-person			
School:		Grade (Dec.2023):	
<b><i>Parent or Guardian 1 will be used for office communication</i></b>			
Parent or Guardian 1, Last Name:		First Name:	Relationship:
Phone Number:		E-mail:	
Parent or Guardian 2, Last Name:		First Name:	Relationship:
Phone Number:		E-mail:	
Mailing Address:			
Emergency Contact:		Phone number:	

### **PRIVATE LESSONS** (Teacher placement is made in consultation with the Prep Center Director for new students.)

Instrument:		Preferred Instructor if any:			
<b>Preferred Days:</b>	<input type="checkbox"/> Saturday	<input type="checkbox"/> Tuesday	<b>Preferred Times:</b>	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 10am-1pm
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> 11:30am-2:30pm	<input type="checkbox"/> 1pm-5pm	<input type="checkbox"/> 3pm-7pm
Additional Notes:					
<b>Length of Lesson:</b> <input type="checkbox"/> 30 minutes <input type="checkbox"/> 45 minutes <input type="checkbox"/> 60 minutes					Cost: \$

### **GROUP CLASSES** (include day and time)

### **TUITION**

	\$
	\$
	\$
	\$
\$55 Registration Fee (waived for BC faculty, staff, students, and alumni <b>with proof of ID or Diploma</b> )	\$
<b>TOTAL</b>	<b>\$</b>

# TUITION PAYMENT

## **PAYMENT OPTIONS** *(please check off one of the options)*

**Option 1- Payment in Full**

**Option 2- Payment Plan, Two Payments**

Those that elect to pay in installments must register with a credit card by calling the Prep Center office, even if payments are made with checks and money orders. Your signature on the Registration Form constitutes your agreement for the Prep Center office staff and/or the automated tuition payment system to charge your credit card on the due date. No exceptions are made to this policy.

### **Payment Plan Due Dates**

Payment 1: Deposit upon registration: 50% of payment plus registration fee by first day of classes

Payment 2: Remaining amount (50%) to be charged by March 15, 2024

## **PAYMENT METHOD:**

I would like to pay with my credit card

*(For credit card applications to take effect, please call or visit the Prep Center office to register with your credit card.)*

I enclose a check/money order, payable to **CUNY BC Dept. Receipts**

**Registration contract:** I acknowledge and agree that all of the information provided above is true and accurate. By signing this document, I acknowledge that I have read and understand all of the policies and procedures of the Preparatory Center for Performing Arts at Brooklyn College and agree to abide by these policies and procedures, including but not limited to all payment and registration fee policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## *How did you hear about us?*

Word of Mouth

Facebook

Open House Events

Brooklyn Parent/ Brooklyn Family

Parent Coordinator

Brooklyn College Website

### **First day of classes:**

Saturday-	Feb 3
Sunday-	Feb 4
Monday-	Feb 5
Tuesday-	Feb 6
Wednesday-	Jan 31
Thursday-	Feb 1
Friday-	Feb 2

### **Last day of classes:**

Saturday-	June 15
Sunday-	June 9
Monday-	June 10
Tuesday-	May 28
Wednesday-	May 29
Thursday-	May 30
Friday-	May 31

# POLICIES AND PROCEDURES

## General Policies

- Spring 2024 Preparatory Center classes and lessons that take place on campus will be taught in accordance with the New York City and State, CDC and CUNY and other relevant guidelines of the time. Virtual make-up sessions will be offered for the lessons and classes that cannot be taught in-person for any reason. Classroom locations will be provided before the beginning of the semester.
- Placement with a private music, theater or dance teacher at registration is for the school year. Changing private teacher placement can be made at registration for the following year, with the approval of the director.
- It is the responsibility of the parent or the adult student to notify the director when problems arise, whether financial, instructional, or personal. Every effort will be made to respond to the needs of students and their parents.
- The Preparatory Center reserves the right to dismiss any student because of lack of interest or progress, frequent absences, frequent tardiness, behavioral problems, delinquency of fees, or failure to abide by the policies laid out here. This includes parents' inappropriate behavior and lack of adherence to the Preparatory Center policies.
- The Preparatory Center reserves the right to change a student's class level during the school year to ensure their proper development.
- The Preparatory Center does not discriminate on the basis of race, color, nationality, gender, sexual orientation, ethnic origin, or religious beliefs in its admission, student aid, scholarship, or educational policies.
- The Preparatory Center reserves the right to alter the length of or cancel any class for which there is insufficient enrollment.
- It is up to the discretion of the teacher as to whether the parent can observe the class or lesson.
- Students enrolled at the Preparatory Center cannot concurrently study the same instrument or discipline at another institution, or with another private teacher, without the prior approval of the director.
- No more than one Preparatory Center scholarships and/or discounts can be combined for the same lesson, class or ensemble.

## Scheduling of Lessons and Classes

All in-person Preparatory Center lessons and classes are held on the Brooklyn College campus. Classroom locations will be provided before the beginning of the semester. Scheduling is based on proper placement of each student and is determined by students' experience and age. Any changes in schedules must be arranged through the office, not with the instructor. On performance days students receive a brief rehearsal or warm-up in lieu of a full lesson or class. All payments must be up to date for the student to be allowed to take classes/lessons. When lessons or classes have been suspended for delinquent tuition payment, teachers are not required to give make ups, even after payment has been brought up to date.

## Student Attendance

Students must make every effort to be on time for all classes and lessons. In deference to subsequent lessons and classes, all activities will end at the scheduled time. Students with private music lessons must inform both their private teachers and the Preparatory Center office of any anticipated absences. Students with group classes should notify the Preparatory Center Office of any anticipated absences. Notification does not, however, exempt the family from payment as contracted. Teachers are not required to make up these absences.

## Teacher Absences

If a teacher is absent for a private lesson, there will be a substitute teacher or a make-up lesson will be arranged during the Make-up Week, or at a mutually convenient time. The teacher will offer up to two times for the make-up lesson. If the student misses the agreed upon make-up lesson, an additional make-up lesson will not be arranged. However, payment will be required as in a regular student absence. If a teacher is absent for a group class, only one make-up time will be offered. When lessons or classes have been suspended for delinquent tuition payment, teachers are not required to give make ups, even after payment has been brought up to date.

## Withdrawals and Refunds

Withdrawal from the Preparatory Center must be made in writing to the director. Notifying the teacher is not considered notification of withdrawal. Absences do not constitute withdrawal from the class or lesson. The date on which the written withdrawal is received determines the amount charged. Withdrawals must be made before the sixth week of class/lesson for the school-year enrollment, before the fourth week of class/lesson for the spring enrollment, and before the third week of class/lesson for the summer enrollment for the remaining tuition to be refunded. After each indicated deadline, you are responsible for the full tuition. The registration fee is non-refundable.

## Safety and Security

Brooklyn College requires that all students and parents/guardians carry a Preparatory Center Pass for access to the campus, which can be acquired from the Preparatory Center Office. Each registered student and parent will receive a pass along with the student's schedule and tuition payment plan. The Preparatory Center cannot accept responsibility for children when they are not in class. To ensure a child's safety, parents with children under age seven must wait outside of the classroom while the class is in session. Parents with children age 8 and up must accompany the child to the classroom and be prepared to pick the child up promptly at the scheduled end of the class. Parents should notify the office if they are delayed in meeting their child. Preparatory Center staff are not permitted to escort children from one part of the campus to another.

## Media Release

By signing the contract/registration form, parents or students agree to the use of audio recordings, video recordings, and photographs of Preparatory Center students for archival and promotional purposes, waiving any rights or objections for such use, unless written notice is given to the director that such use may not be made.

## Emergency Closing

Closing due to bad weather, pandemic, illnesses, natural disasters, and all other external circumstances is posted on the Brooklyn College website at [www.brooklyn.edu](http://www.brooklyn.edu). Parent/guardian/student can also call the Security Office at 718-951-5511 for emergency closure information. Please note that if the Preparatory Center is closed for external circumstances, an effort will be made to make-up lessons/classes, however, make-up lessons/classes are not guaranteed. If Brooklyn College is closed, the Preparatory Center will be closed as well.

By signing this document, I acknowledge that I have read and understand its contents and agree to be bound by Preparatory Center's Policies and Procedures.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY** *(please do not write on this page)*

**Tuition Payment**

PAID	AMOUNT	DATE	NOTES
Payment 1			
Payment 2			

**Registration and Filing**

Created/Processed by	DATE
Registration	
Chart	
Heartland	
Roster	
Schedule	
Invoice	
E-mail	

Additional Notes: