



## Tuition Free Conservatory Application 2017-2018

Course Code(s) #	Class Name	Day(s)	Total Cost:
13262	Tuition Free Conservatory	Saturdays	\$125

**Student Information (Please complete ALL fields. Incomplete application WILL NOT be accepted.)**

Name of Instrument \_\_\_\_\_ Years of experience on instrument \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_ Last name \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ **Email address** \_\_\_\_\_

Gender (M/F) \_\_\_ Birthdate (MM/DD/YR) \_\_\_ / \_\_\_ / \_\_\_ Age \_\_\_\_\_ Grade in **Fall 2017** \_\_\_\_\_

Emergency contact **other than parent or guardian\*** \_\_\_\_\_ Relationship to student \_\_\_\_\_

Emergency Phone # \_\_\_\_\_ How many years has this student attended Merit? \_\_\_\_\_ year(s)

Name of school (K – 8<sup>th</sup>) \_\_\_\_\_ Name of High School \_\_\_\_\_

Student lives with: \_\_\_ Mother \_\_\_ Father \_\_\_ Both \_\_\_ Other (please specify) \_\_\_\_\_

**Student Ethnicity (see page 4 for definitions\*, please check all that apply):**

\_\_\_ Asian American \_\_\_ African American \_\_\_ Latino \_\_\_ Native American \_\_\_ Caucasian  
 \_\_\_ Other (please specify) \_\_\_\_\_

**What is your total annual household income?**

\_\_\_ Less than \$9,999 \_\_\_ \$10,000 - \$19,999 \_\_\_ \$20,000 - \$29,999 \_\_\_ \$30,000 - \$39,999 \_\_\_ \$40,000 - \$49,999  
 \_\_\_ \$50,000 - \$59,999 \_\_\_ \$60,000 - \$69,999 \_\_\_ \$70,000 - \$79,999 \_\_\_ \$80,000 - \$89,999 \_\_\_ \$90,000 - \$99,999  
 \_\_\_ \$100,000 - \$124,999 \_\_\_ \$125,000 - \$149,999 \_\_\_ \$150,000 - \$174,999 \_\_\_ \$175,000 - \$199,999 \_\_\_ \$200,000+

**What is the total number of people in your household?** \_\_\_\_\_

**Parent/Guardian Information – please select primary bill payer**

**Parent/Guardian #1** First name \_\_\_\_\_ Last name \_\_\_\_\_  
 Relationship \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_  
**Email** \_\_\_\_\_

**Parent/Guardian #2** First name \_\_\_\_\_ Last name \_\_\_\_\_  
 Relationship \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_  
**Email** \_\_\_\_\_

**For Office Use Only**

Date Received and Processed	Payment (circle)	Receipt, Check, or Authorization #	Data Entry			
Rd ___ / ___ / ___	Cash	Receipt #	SAN ___ BAL ___	Course Code	Award	Enrollment Balance Due

Pd ____ / ____ / ____	Check Credit Card \$ _____	_____ Check or Auth # _____	Active ____ FA ____ Billed ____ Enrolled ____	# _____	\$ _____	\$ _____
New Continuing						

Does the student have any medical condition, needs, or limitations of which we need to be aware?  Yes  No


If yes, please explain: \_\_\_\_\_

### Merit School of Music Student Waiver and Enrollment Policy Agreement

In consideration of my (and/or my child's) participation at Merit School of Music, I hereby release and discharge Merit School of Music, and its representatives, successors, and assigns, from any and all liability arising from accident, injury, and illness that I (he/she) may suffer as a result of my (our) participation. I (we) also will follow the rules and regulations set by Merit School of Music and above named parties. Parent or guardian must sign for anyone age 18 and under.

I do hereby grant and give Merit School of Music and any of its faculty members the right to use my or my child(s) photograph, image, or previously tendered written statement with or without my or my child's name, whether singly or in conjunction with those of other persons or objects and in presentations, advertising, publicity, and promotion relating to Merit School of Music or music instruction provided by Merit School of Music's faculty members.

I have read, understand, and agree to fully support all policies and procedures outlined in Merit School of Music Enrollment Policies. Full policy statement is available at [www.meritmusic.org](http://www.meritmusic.org).

 **Signature (required)** \_\_\_\_\_ **Date** \_\_\_\_\_

**In addition to this Waiver, please complete the enclosed Transportation Release Form. This document will allow your student to ride the transportation provided by Merit to special events or off-site concerts throughout the year.**

**You must also attach your financial information with this application.**

Please attach your 2016 federal 1040 tax form, proof of unemployment, public assistance letter, letter from your employer, or additional documents needed to demonstrate your family's yearly income. 2015 forms will be accepted through April 15<sup>th</sup> if you have not filed your 2016 taxes yet.

**IMPORTANT NOTE: Since Merit's Alice S. Pfaelzer Tuition-free Conservatory provides a scholarship to every participating student, new registration guidelines require families to submit sufficient financial information to student services in order to register for the Conservatory. We may ask you for additional documentation. Thank you in advance for your understanding and cooperation as we make these adjustments to our registration process!**

# Merit School of Music Enrollment Policies

Please read our enrollment policies thoroughly prior to registration. Our policies are enforced to ensure appropriate class sizes and provide our students and faculty with efficient and accurate service. Full policy statement is available at [www.meritmusic.org](http://www.meritmusic.org).

## Registration Fee / Tuition Payments

### **Q: Is there a registration fee?**

**A:** Yes, a registration fee of \$125 per child applies for Conservatory Registration. **Registration fees are NON-REFUNDABLE**, even if the student withdraws before the start of programming. If Merit cancels the program, the registration fee will be refunded in full.

### **Q: How do I pay?**

**A:** Payments are accepted by check, money order, credit card (MasterCard, Visa, Discover or American Express) or cash. Payments can be made by mail or in person at the front desk and in Student Services. Credit card payments may also be made by telephone or online.

### **Q: When are payments due?**

**A:** Registration fees are due in full at the time of registration.

Private lesson registration fee plus a deposit of the first four lessons are due at registration, prior to start of lessons each semester (academic and summer). Private Lesson billing is done monthly. Failure to pay within billing schedule may result in program interruption.

### **Q: What happens if I fail to pay?**

**A:** Applications with unpaid registration or private lesson deposits will not be processed. Accounts that fall into arrears without installment arrangements may be sent to collections. Students' participation will be interrupted if accounts fall behind in payment.

## Withdrawals / Refunds

### **Q: What is the withdrawal procedure?**

**A:** All requests for withdrawal must be received, in writing, by Merit School of Music Student Services office before considered withdrawn. Written request, either by letter or e-mail, should be directed to Student Services. Verbal requests or notification of intention to withdraw do not fulfill this requirement. Notifying the teacher does not constitute notice of withdrawal. The effective date of withdrawal is the date that the written notice is received, not the last date of class or private lesson attended. Students receiving financial aid or scholarship forfeit their award upon withdrawal.

### **Q: What is the refund policy?**

**A:** The refund policy is as follows:

- Students withdrawing more than two days before the first class / lesson will receive a full tuition refund minus the registration fee.
- Students registering for classes that are six weeks or less in program duration are not eligible for a refund after start date.
- A pro-rated tuition refund will be given for students withdrawing from classes during the first three (3) weeks of the class.
- If the student is withdrawing in the fourth (4th) week, a tuition refund of 50% will be given.
- There will be no refunds after the fifth (5th) class session.
- **Registration fees are not refundable.**
- Please allow three to four weeks for processing of refunds.

## Cancellations

While this is unusual, classes at Merit School of Music may be cancelled due to insufficient enrollment. If this occurs, the school will make every effort to reschedule the student for another class at a convenient time. If this is not possible, you will receive a full refund including both tuition and registration fees.

## Duffie Adelson Financial Aid Fund

Duffie Adelson financial aid is awarded based on household income eligibility. Please submit the first page of your 2016 income tax return along with application and registration fee at the time of enrollment. Attendance, effort and previous account history are all taken into consideration when issuing financial aid awards. Truancy, account arrears and/or lack of effort may result in the forfeiture of financial aid. Financial aid is not available for the Conservatory Registration fee; only for Private Lessons.

## Payment Information

- Visa       MasterCard       American Express  
 Cash       Check / Money Order

Please Charge \$125 reg. fee

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_ / \_\_\_\_\_ CVV \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

i

Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam); Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

African American (A person having origins in any of the black racial groups of Africa.)

Hispanic, Latino, or Spanish Origin

American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America, including Central America)

Caucasian (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa)

## Transportation Release

Student Name: \_\_\_\_\_ Parent/Guardian name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone (parent/guardian): \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

This document is a legally binding release which contains important information regarding transportation arrangements being made for the above referenced Student. By signing below, you acknowledge that you have read and understood this Release and that you agree with the terms contained herein. You further acknowledge that the execution of this Release was done of your own free will.

- 1.) In order for a Student be afforded Alternate Transportation to and/or from an Event, a Parent/Guardian is required to read and accept the terms and conditions of this Release.
- 2.) An Event is defined as any activity in which Merit School of Music (“Merit”) or a performance group from Merit is a participant, whether for free or for compensation.
- 3.) Alternate Transportation is defined as any transportation, whether by private car, hired van or bus, public transportation or otherwise, when not provided by the Student’s parent/guardian or, in the case of public transportation, where the Student is not accompanied by his/her parent/guardian.
- 4.) Merit will make best efforts to reasonably provide for secure Alternate Transportation to and/or from Events, where necessary.
- 5.) By accepting the terms of this Release, the Parent/Guardian acknowledges that Merit cannot and shall not be held liable for any damages resulting, in any way, from the use of Alternate Transportation. Where such Alternate Transportation is provided by a commercial entity hired by Merit for the purpose of transport between Merit and an Event, Merit shall, however, undertake reasonable effort to ensure that the transport company is properly insured.
- 6.) Parent/guardian further acknowledges that Merit cannot and will not be held responsible for failure of Student to board the Alternate Transportation. Where Merit has hired a commercial service for Alternate Transportation purposes, Merit will make conscientious effort to ensure that Student is aware of all boarding instructions, including time and location, Merit shall not be liable for, and Parent/Guardian hereby releases Merit from, liability arising from Student’s failure to comply with boarding instructions. Where the Alternate Transportation is being provided by another parent/guardian or by a member of Merit’s faculty or administration, it is being provided merely for the convenience of Student, and Merit shall be released from all liability associated with such form of Alternate Transportation.
- 7.) This Release can be rescinded at any time by sending written notice of rescission by mail or email to:  
Merit School of Music  
Attn: Kurtis Gildow  
38 South Peoria Street  
Chicago, Illinois 60607  
E-Mail: [kgildow@meritmusic.org](mailto:kgildow@meritmusic.org)

I agree to and accept the terms and conditions of this Release.

---

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_