

STUDENT NAME

DATE OF BIRTH

SCHOOL

M F

M F

M F

*****PARENT/CAREGIVER CLASS PARTICIPATERS -REGISTER AT NO CHARGE*****

Address: _____ E Mail: _____

City: _____ State: _____ Zip Code: _____

Responsible Party (for Payment): _____

Phone Numbers: Home (_____) _____ Work/Cell (_____) _____

In case of emergency: Contact Name _____ Relationship: _____ Phone: _____

Why did you choose the Beck Center for the lessons/classes? _____

How did you hear about the Beck Center? Advertisement Catalog Family/Friend Library School Website Other _____

If referred, please list the name of the individual who referred you: _____

Are you familiar with our Professional Theater? Yes No

Would you like to receive information? Yes No

CLASSES

| Student | Class | Day | Time | Session | Tuition | Start Date |
|---------|-------|-----|------|---------|---------|------------|
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PRIVATE LESSONS

| Student | Instrument | Instructor | Day | Time | Length | Wks. | Tuition | Start Date |
|---------|------------|------------|-----|------|--------|------|---------|------------|
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PAYMENT SUMMARY

METHOD OF PAYMENT

NO REGISTRATION FEE!

Tuition \$ _____

Other fee (if applicable) \$ _____

Donation \$ _____

Your tax deductible donation will help support Beck Center education and theater programs.

TOTAL \$ _____

Check No: _____ Cash Receipt No: _____

Visa MasterCard Discover Exp. Date: _____

Card No: _____

Signature: _____

A \$35 charge assessed for checks returned for any reason and/or denied credit cards.

By signing this document, I understand:

If I/my child require(s) emergency medical treatment while under the jurisdiction of the Beck Center for the Arts, and neither I nor the emergency contact individual may be reached, I authorize Beck Center to contact emergency medical services and to perform treatment as deemed necessary.

I/my child may be photographed / digitally recorded for use by Beck Center in Beck Center print or online publications, foundations and all forms of media.

That the signing of this form implies agreement to, and the observance of, the Rules and Regulations of the Beck Center for the Arts, and the payments of all fees associated with the course(s), lessons, instruction, or session(s) as listed above.

Signature of Responsible Party: _____ Date: _____

****The Beck Center for the Arts reserves the right to change any rule, regulation, policy, class, schedule, or instructor without notice****

General Information

How Can I Register?

There are several ways to register for classes. Payments accepted by Credit Card, Check, and Cash.

Online registration: Online registration is now available on the Beck Center website. Students and their families who have recently taken classes at the Beck Center already have an account on the ActiveNet class registration system. If you have not received your login ID and password through email, please call Customer Service (216) 521-2540 x10) to verify your login and receive a password. It is important that you do not add a duplicate record in the system for your family.

In Person: Register at the Beck Center Customer Service Desk Monday through Thursday 9:00 am to 8:00 pm, and Friday and Saturday from 9:00 am to 5:00 pm. Private music instruction may be scheduled by contacting the Music Office directly at 216.521.2540 x37. Music Office hours may vary to accommodate seasonal changes.

Phone: To register for private lessons, call 216.521.2540 x37. For all other classes, call 216.521.2540 x10. Tuition must be paid in full by credit card (Visa, MasterCard, or Discover).

Mail: Send the enclosed registration form and full payment (check, Visa, MasterCard, Discover, or money order) to: Class Registration, Beck Center for the Arts, 17801 Detroit Avenue, Lakewood, OH 44107.

Registration Policies and Fees

General Class Registration

Classes fill up quickly. Register early to guarantee the student's place in the class.

Tuition: Payment in full must accompany all class registrations unless a payment schedule has been approved in advance. Students whose tuition is past due may not register for classes in the following sessions.

Confirmations: Beck Center does not mail confirmation of class registrations. We contact you only if a class is filled or cancelled. If you do not hear from us, attend the class as scheduled.

Cancelled/Missed Classes: Class make-ups are given only when the teacher cancels an entire class. Your notification of your inability to attend a class is a courtesy to the teacher, but we regret we cannot excuse you from payment of the class for which you have contracted.

Late Registration: When space permits, late registrations will be accepted at full cost.

Refunds/Credits: Full refunds will be made if a course is filled or cancelled. Refunds for class tuition (less a \$10 processing fee) will be given only when a student withdraws from a class at least seven days prior to the first day of class. If a cancellation is received after that date but before the first day of the class, the credit for tuition will be applied to the student's account (less materials/book fees) for future class selections. Credits on accounts are valid for one year from the date of credit.

Private Lessons Registration

Registration: Must be made prior to first lesson. Tuition and fees are due at that time. A registration form must be completed and signed by the person responsible for payment of lessons. Registration can be made by phone (216-521-2541x37) with payment by credit card. Lessons are prorated after the session begins.

Cancellations/Absences: Contracting for private instruction obligates a student for the entire semester. All lessons must be paid for whether taken or missed. The Beck Center does not

require instructors to make up student's missed lessons. In the event the instructor cancels a lesson, a make-up will be offered or a fee adjustment will be made.

Refunds: After the third week, no refunds will be issued for the remaining lessons for which the student has registered.

Financial Aid

Financial aid and a limited number of scholarships are available for students up to 18 years of age. Financial aid is not available for private music lessons or creative arts therapies sessions. To apply for financial aid, call 216.521.2540 x12, or stop by Customer Services or the Music-Armory Building office to pick up an application. Deadline for applications is **August 20, 2011**. Applications will be reviewed and processed in the order they are received. Financial aid is disbursed based on need. You must apply each semester.

Payment Plan

Parents or guardians may request to be enrolled in a tuition payment plan for a fee. Fifty percent (50%) of the tuition will be due on registration with the remainder due November 1st. There is a \$10 fee for a two-payment plan. If you have any questions, please contact Judi Votypka (216-521-2540x17) or Rennie Tisdale (216-521-2540x28).

Accessibility

The Beck Center for the Arts is wheelchair accessible.

Liability Policy

Beck Center for the Arts assumes no liability in the event of accident or loss of personal property at any time.

Non-Discrimination

The Beck Center for the Arts does not discriminate on the basis of race, color, creed, and national or ethnic origin.

Suspension

A student may be suspended for non-payment of fees. Instruction may be resumed when the balance is paid in full and contact made with Customer Services or the Music Office. No credits will be given for missed classes while under suspension, nor for lesson times held during this period. Before instruction continues, semester fees will be due in full.

Disciplinary Code

A student may be suspended or dismissed for disciplinary reasons, unacceptable behavior or conduct. No refunds will be given.

Parking

Free parking is available during class times.

Emergency Closings

Cancellation of classes will be announced via local Cleveland area TV and radio stations and through a recorded message at 216.521.2540. As a general rule the Beck Center follows the lead of the Lakewood and Rocky River Schools. If they are closed, most likely the Beck Center will close.

In the event of an emergency closing, classes and lessons will not be rescheduled and tuition will not be reimbursed. Classes and lessons cancelled a second time within the same semester will be rescheduled.

PLEASE NOTE

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Beck Center for the Arts is a not-for-profit 501(c)3 organization.