



INDIANA UNIVERSITY SOUTHEAST

ARTS INSTITUTE

SPRING 2012 REGISTRATION FORM

Please complete all information. Missing information may delay your registration. Registration is not considered complete until initial payment is received. Please return completed form to:

IU Southeast
Arts Institute, OG 051
4201 Grant Line Road
New Albany, IN 47150

❖ STUDENT INFORMATION

Please provide the requested information for up to four students. To qualify for the reduced family registration fee, all students must be at the same residence.

LAST NAME: _____ FIRST NAME: _____ AGE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

STUDENT #2 Last Name: _____ First Name: _____

STUDENT #3 Last Name: _____ First Name: _____

STUDENT #4 Last Name: _____ First Name: _____

If any students are under 18 years of age, please provide parent/guardian contact information:

MR./MRS./MS./DR. _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

❖ COURSE REGISTRATION

PRIVATE LESSONS (Private Music Lessons, Suzuki Music Lessons, Private Coaching for the Actor)

COURSE CODE / DESCRIPTION / TEACHER / Student's name (complete a separate line for each student)	DAY	TIME	LENGTH	# LESSONS	TUITION

OTHER COURSES (Young Artists Workshops, Group Suzuki Violin)

COURSE CODE / DESCRIPTION / TEACHER / Name of student <i>(if registering for Elementary Strings, indicate instrument student will be playing. If registering for Group Suzuki Violin, indicate number of sessions)</i>	TUITION

❖ PAYMENT INFORMATION

Please include a check or money order made payable to IU Southeast.
Credit Card payments may be made online at www.ius.edu/ai (select "Make a Payment").

Select one:

- My check/money order - made payable to "IU Southeast" - is enclosed.
- I have made a payment online.

TOTAL TUITION

*Registration Fee

FINAL TOTAL

†Amount of Payment

BALANCE DUE

***REGISTRATION FEES** A registration fee is assessed each term. Early registration fee - if paid *before* the start of the term - is **\$15.00** for one student or **\$20 per family** (two or more students). To qualify for the family rate, all students must live at the same residence. If registering *on or after* the start of a term, **late registration fee is \$25.00, or \$40 per family.**

†Those enrolling for a full 14-week term may pay ½ of the final total with the remainder due within 7 weeks. All others must pay final total at time of registration.

FOR OFFICE USE ONLY

COMMENTS

Please provide any comments, details, or questions concerning your registration:

IMPORTANT ARTS INSTITUTE POLICY INFORMATION

REGISTRATION DEADLINES

Returning students must register before the start of the term. Returning students who do not register by the start of the term may not receive lessons until the start of the following term. Students who are new to the Arts Institute may register up until the final two weeks of a term if the instructor agrees. Once a student has received lessons, they are considered a returning student during subsequent registration periods.

REGISTRATION FEES

Registration fees are assessed with each registration. If a student enrolls for a 7-week term then decides to continue for another 7 weeks, another registration fee is assessed and another registration form must be completed. The regular registration fee is \$15 for an individual student. If two or more students from the same family register, the registration fee is a total of \$20 for all members of the family.

ATTENDANCE

Students have contracted for the teacher's time and must pay for each class regardless of attendance.

ABSENCES

Please notify your instructor 24 hours in advance if you know you must miss a class or lesson. Makeup policies for private music lessons cancelled by the student/parent vary by instructor. If the instructor has to cancel a music lesson, it will be made up at a later date. When possible, please contact the instructor directly if you must miss a lesson. Otherwise, you may call the Arts Institute office at (812) 941-2436 to leave a message for your instructor. **Refunds will NOT be given for lessons cancelled by the student (or parent) with less than 24 hours notice.**

CLASS CANCELLATION

The Arts Institute reserves the right to cancel any class for which there is insufficient registration. In such cases, a full refund (including the registration fee) will be provided.

CLASS OR LESSON OBSERVATION

Parents may observe a lesson or session that involves their child only with the prior approval of the instructor.

WITHDRAWALS AND REFUNDS

If a student must withdraw before the fourth week of a session, a refund of paid tuition (minus registration fee and a 5% cancellation fee) for remaining lessons will be issued. Notification of early withdrawal must be made no later than the fourth week of the session. **Refunds will not be given for withdrawal from a course after the fourth week of the session.** The registration fee is non-refundable, except when the Arts Institute cancels a course due to insufficient enrollment.

WEATHER CANCELLATIONS

Any class or lesson cancelled by weather conditions will be re-scheduled. The campus Scoopline will provide weather-related cancellation information. Call (812) 941-2662 or 800-863-2020, or on the IU Southeast website at www.ius.edu.

812.941.2436**www.ius.edu/ai**