

The bART Center for Music
2022-2023 Student Registration Form

GENERAL INFORMATION

<hr/> Student Name	<hr/> Date of Birth	<hr/> Gender
<hr/> Parent/Guardian Name(s)	<hr/> Primary Phone Number	<hr/> Secondary Phone Number
<hr/> Street Address	<hr/> City/State/Zip	

Email is the primary mode of communication with our students and parents at The bART. Please list an email(s) that you check often: _____

Does the student have any MEDICAL PROBLEMS or ALLERGIES that the organization should be aware of?
If so, please list: _____

Has this student participated in music lessons before? Yes No

How did you hear about The bART?

- Facebook Instagram Google Flyer
 Community Event Local Magazine: _____
 Friend/Other: _____

EMERGENCY CONTACT INFORMATION

<hr/> Emergency Contact Name	<hr/> Phone Number	<hr/> Relation to Student
<hr/> Additional Parent Name (Enter N/A if same as above)	<hr/> Phone Number	<hr/> Relation to Student

DEMOGRAPHIC INFORMATION

This information is private and will never be shared. Because of our nonprofit status, our donors and investors require this information of us.

Ethnicity

- Black/African American or of African descent Asian/Pacific Islander Hispanic/Latino
 Multiracial Native American/American Indian – Tribal Affiliation: _____
 Not listed (please specify): _____

Primary Language(s) Spoken at Home: _____

Annual Household Income:

- <\$7,500 \$7,500-15,000 \$15,000-50,000 \$50,000-100,000
 \$100,000-150,000 \$150,000+

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FOR ADMINISTRATIVE USE ONLY

Private lessons

Violin Viola Cello Bass Guitar
 Piano Voice Flute Ukulele Other: _____

Summer Group Classes

Music and Movement for Young Violinists Pre-Twinkles Group Violin Class
 Group Piano Class for Beginners Listen, Talk, Play: Using Listening as a Tool to Create Music

Lesson/Class Schedule

Mondays Tuesdays Wednesday Thursdays Fridays
Time of Lesson: _____ Instructor: _____

Cost of Session

Registration Fee: _____
Flat Tuition: _____
Instrumental Rental Fee (PER MONTH): _____
TOTAL: _____

Complete bART Policy and Procedure Information

All parents and/or adult students MUST read and sign the Policy and Procedures page and receive a copy

DROP-OFF/PICK-UP: We strongly encourage that any students under the age of 12 be accompanied by a parent/guardian on The bART premises. If a parent decides to drop off their child, they must first notify bART admin. The bART Center for Music is not responsible for unattended students. When the student is finished with their lesson, they must wait for their parent to pick them up in the waiting area near front reception. Please be sure to pick up your child promptly. *Parents MUST come upstairs to pick up their child.* Behavior that is in any way unruly or disruptive to our students is unacceptable. If this will not be possible, or if there are any issues regarding this matter, please contact the Registrar or the Executive Director.

CHECK IN/CHECK OUT: In addition, all persons entering and exiting The bART premises MUST sign in and sign out on the sheet provided on the table at the front of the building. Please ask a staff member if you have any additional questions.

ABSENCES:

- a. **Student Absences and Makeup Lessons:** Lessons cancelled by the student will not be made up, nor will a refund or credit be given. *Exceptions in cases of unforeseen illness, accident, or emergency may be considered and arranged at the discretion of the teacher and administration.* In order for any exceptions to be considered, the student/parent must call/email The bART as soon as possible. If the student or parent does not call or email in advance, no exception will be offered. If two (2) consecutive lessons are missed with no notification by the student/parent as to the student absences, or if school/sport/other extracurricular activities take priority and cause the student to be unavailable during their lesson times for several weeks, the scheduled lesson time will be forfeited.
- b. **Student Illness:** No students should attend lessons when sick (i.e. fever, nausea, vomiting, etc.). The bART reserves the right to dismiss a student from a scheduled lesson if the student arrives exhibiting symptoms of illness. In that case, a makeup lesson will not be offered.
- c. **Instructor Absences:** If the instructor is absent from a lesson, the lesson will either be made up during a specified makeup week for that semester or during another designated makeup day set at the discretion of the instructor and/or bART office. Days missed by teachers that do not get made up may also be credited to the next semester. The bART also reserves the right to provide a qualified substitute in the event of an instructor absence.

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Complete bART Policy and Procedure Information Continued

bART CALENDAR/CLOSINGS: All bART classes, closures, and events will be listed on The bART website at www.thebart.org. To view our calendar, hover your mouse over Students & Parents near the top right corner of the homepage menu. The calendar will be in the drop-down menu. *If possible, it is also important that bART students and parents have a regularly-checked email account in order to receive all bART communications.*

- a. **Holidays:** Holiday closings are listed on the website under Students & Parents → Calendar.
- b. **Inclement Weather:** In the instance of inclement weather, it may be necessary to cancel lessons and classes. These cancellations will be made up during a set of built-in makeup days within the semester (usually at the end), or at the instructor's discretion. For any inclement weather closings, please call the main office number where we will have a voice message. As well, you may check our social media pages (Facebook and Instagram) and check for our listing in the school closings on News on 6. The bART typically follows TPS weather closings.

PAYMENT OPTIONS:

- a. **Registration and Tuition:** Trial lessons must be paid for in full at the time of registration, in addition to any applicable one-time registration fees and/or instrument rental fees. All group classes are a flat rate fee. It is strongly recommended that tuition for private lessons is paid entirely in full at the start of the semester as your tuition reserves a weekly lesson time. Monthly payments are the bare minimum accepted (1st or 15th of each month) and we do not allow payments by the lesson. There will be no exceptions. Holiday and break closures have been calculated in the tuition rate. *If you are in need of financial assistance, please see the front desk.*
- b. **Late Fees:** If tuition payment is not received by the due date, it is considered late and a \$30 late fee will be applied. It is the responsibility of the student/parent to ensure tuition is paid in a timely manner. The bART Center of Music reserves the right to suspend or discontinue instruction of any student who is delinquent in fulfilling their financial obligations at any time.

LATE REGISTRATION: Tuition is pro-rated for students who register after the semester has begun.

PHOTO RELEASE: Any photographs, audio, or videos of students or families on bART facilities and/or events may be used in promotional publications, website, press releases, or presentations. There will be no compensation for any releases.

NON-DISCRIMINATION POLICY: The bART Center for Music complies with all laws prohibiting discrimination in the conduct of its operations and programs. The bART admits students of any religion, gender, race, color, sexual orientation, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of religion, race, color, sexual orientation, national, and ethnic origin in the administration of its educational policies or programs.

MEDICAL CONSENT: *I understand the risks inherent in activities included at The bART Center for Music, but I willingly assume these risks in order to allow me/my child to participate. If I cannot be reached in the event of an emergency, I give permission for any care of treatment by a physician, hospital, nurse, doctor's assistant, or medical care facility or staff that may be required.*

My signature designates that I have read and fully understand the above information, policies, and procedures and that I agree to assume all risks.

Signature: _____

Date: _____

Address: 610 S. Main St., Suite #300, Tulsa, OK 74119

Phone: (918) 794-0330

Website: www.thebart.org

Email: info@thebart.org

Fax: (918) 794-0333

Instagram handle: @thebart_music

**The bART Center for Music
Tuition Payment Authorization Form
2022-2023**

Monthly payments on private lesson tuition at The bART Center for Music can be made on the 1st or 15th of each month in cash, check, or card. *Please select your preferred method of payment below.*

1. CREDIT/DEBIT PAYMENTS:

The bART Center for Music accepts Visa, Mastercard, and Discover credit cards.

Monthly Billing Date:

Please circle the date in which you agree to have your card automatically drafted each month: 1st or 15th

Card Information:

Please provide your credit card information (in addition to the address and email address associated with the card):

Credit/Debit Card#: _____

Expiration Date: _____

Security Code: _____

Street Address: _____

City/State/Zip: _____

Email Address: _____

I authorize you to automatically draft \$_____ my credit/debit card beginning _____ and further authorize you to draft monthly payments of _____ to my credit/debit card, shown above, through _____.

2. CASH/CHECK PAYMENTS:

Please circle the method in which you choose to pay:

Cash (Exact Only)

Check

Monthly Billing Date:

Please circle the date in which you choose to pay:

1st or 15th of each month

Exact cash or check payments can be made on the chosen dates at The bART Center for Music to the registrar or administrative assistant.

If paying by check, please deliver or make your checks payable to:

**The bART Center for Music
610 South Main St., Ste. #300
Tulsa, OK 74119**

Signature:

Date: