The Lawrenceville School
Clark Music Center

Registration and Permission for Private Instruction Program

Name: ___________________________________________ Form: ___________________

What would you like to study?

<table>
<thead>
<tr>
<th>Voice</th>
<th>Strings</th>
<th>Woodwinds</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Specify: S, A, T, B)</td>
<td>(Specify: Violin, Viola, Cello, Double bass, Electric Bass or Guitar)</td>
<td>(Specify: Flute, Clarinet, Oboe or Bassoon)</td>
</tr>
<tr>
<td>Piano</td>
<td>Brass</td>
<td>Other</td>
</tr>
<tr>
<td>(Specify: Trumpet, Horn, Trombone or Saxophone)</td>
<td>(Specify: Organ, Percussion, Harp, Banjo, Accordion, etc…)</td>
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</table>

How long you have been taking private lessons? ______

What level do you consider yourself to be? beginner intermediate advanced

Your recent repertoire includes: __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Do you need to rent an instrument? If yes, instrument: __________________________
(The average cost varies per term, based on the type of instrument rented)

Do you need a locker for your instrument? If yes, for which instrument: ____________________
(A limited number of large size lockers are available; lockers will be assigned on a first-come-first-serve basis.)
TO THE STUDENT:

Please read the attached *Private Instruction Program Information and Policies* (pages 3 & 4) carefully and indicate you have read and understood the policy by signing below.

______________________________________________  ____________________________
Student’s Signature                                           Date

A parent or guardian must complete and sign *Permission for Private Instruction* below before you may begin lessons.

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TO THE PARENT:

Permission for Private Instruction

Please read the *Private Instruction Program Information and Policies* (pages 3 & 4 or on the website) with your son or daughter, and indicate you have read and understood the policy by signing below.

I authorize________________________________ to receive private instruction in __________________.

(Student’s Name)                                           (Instrument)

______________________________________________  ____________________________
Parent or Guardian’s Signature                                           Date

Alternatively, you may email Mrs. Burns stating that you authorize your son or daughter to receive private instruction. Her address is cburns@lawrenceville.org.

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Mail forms to: Clark Music Center – PIP
The Lawrenceville School
2500 Main Street
Lawrenceville, NJ  08648

Fax to: (609) 620-6166

E-mail to: cburns@lawrenceville.org

Or…. Drop it off in my mailbox in Clark Music Center or my office in the Kirby Arts Center

Due Date: The deadline for each term is the Friday of the first week of classes.

Friday, September 13, 2019

However, best to get it in as soon as possible.

(You may join at the beginning of any term)
The Lawrenceville School
Clark Music Center

Private Instruction Program Information & Policies

The Lawrenceville School Music Department offers individual instruction on a variety of instruments. Private music lessons are offered as an extracurricular activity. Fees are billed by the Comptroller’s Office.

Instruction

We have instructors for all voice types and for the following instruments: Piano, organ, violin, viola, cello, double bass, bass guitar, guitar, flute, clarinet, oboe, bassoon, trumpet, horn, trombone, saxophone, percussion, harp, accordion, and voice.

Schedule

Lessons are scheduled during the academic day and each lesson meets once a week for 45 minutes. We encourage students to begin lessons in the Fall Term; however, special arrangements can be made to begin lessons in the Winter or Spring Term. Students are required to take eight (8) lessons per term, except for circumstances when only six or seven lessons can be scheduled.

Fee and Billing

Fees are $455-$520 per term depending upon the term. Financial Aid is available. There may be additional charges for music purchases, instrument rental or instrument repair fees. Parents are billed directly by the Comptroller’s Office. Financial Aid is available for those who qualify. All music related charges appear as a separate line item on your Student Billing Tuition Statement. An initial charge for the term will be billed at the end of each term. Adjustments for excused absences or additional lessons will be reflected on the subsequent statement. Any questions regarding these charges should be directed to Colette Burns in the Performing Arts Department.

Cancellation/Late Withdrawal

For the current Term: If the student wishes to discontinue lessons, the student or parent must notify the instructor AND Music Office as soon as possible. If cancellation occurs after the third scheduled lesson, you will be charged for the full term. If you cancel before the third lesson, you will only be charged for the first two (or three) lessons.

Subsequent Term: When you register for lessons in the Fall or Winter Term, you are automatically enrolled for the academic year. If the student wishes to discontinue lessons in the following term, the student or parent must notify the instructor AND the Music Department at the end of the current term.

Full fee for the term will be charged if:

• Lessons are cancelled by the student or parent after the third scheduled lesson or
• A student is dropped from the program due to three (3) unexcused absences
Attendance

Students are expected to attend every scheduled lesson. A Private Instruction Lesson Schedule will be provided at the first lesson. Attendance for music lessons is considered an “academic obligation”. If the student knows in advance of any school-related activities or medical/dental appointments, it is the student’s responsibility to notify the teacher in advance to cancel and reschedule the lesson.

Parents are charged for unexcused absences. Twenty-four hours’ notice should be given for a lesson cancellation. If a student has three (3) unexcused absences, the Music Department may drop the student from the program.

To Enroll

The student needs to complete the Registration section and the parent must sign the Permission section of the Registration and Permission for Private Instruction Program form before lessons can be scheduled. The deadline for registration is two weeks before the first day of each term. Once registered, the student is automatically enrolled in the program for the academic year. Because of the complexity of scheduling student lesson times, late enrollments will only be considered if there is a teacher who can easily accommodate the request.

Contact

Students must always contact the instructor for rescheduling and cancellations. Instructors will provide contact information at the first meeting. If you have questions regarding charges or have concerns about music instructions, please contact:

Colette Burns
Performing Arts Administrator

Deadline for signing up for Fall Term is Friday, September 13, 2019
or via e-mail to cburns@lawrenceville.org