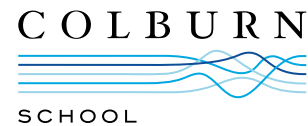


Registration Form

Community School of Performing Arts cspa@colburnschool.edu

Trudl Zipper Dance Institute dance@colburnschool.edu



Year: _____ Fall Spring Summer New Student Continuing Student
 Male Female Non-binary Other

Student Information

Last Name: _____ First Name: _____ Birthdate: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Cell Phone: (_____) Home: (_____) Work: (_____)
 Academic School (or Employer): _____ Current Grade Level: _____ Home School Student
 Email for Billing/Communication: _____
 Race This information is gathered for statistical purposes that are helpful to The Colburn School in order to secure critical support from foundations, donors, and community partners. This information is not required for admission or registration. The Colburn School does not discriminate on the basis of race, color, nationality, gender identity, sexual orientation, ethnicity, or religious belief.

Please select one or more of the following:

- Asian or Pacific Islander Black or African American Hispanic or Latinx Native American or Alaskan Native
 White or Caucasian Multiracial or Biracial I do not wish to share this information

Primary Contact Information

Last Name: _____ First Name: _____ Mr. Mrs. Ms. Dr.
 Relationship (mother/father/etc.): _____ Cell Phone: (_____)
 Email: _____
 Address (if different from above): _____ City: _____ State: _____ Zip: _____

Secondary Contact Information

Last Name: _____ First Name: _____ Mr. Mrs. Ms. Dr.
 Relationship (mother/father/etc.): _____ Cell Phone: (_____)
 Address (if different from above): _____ City: _____ State: _____ Zip: _____
 Email: _____

Register for a Class or Private Lessons

| Course ID* | Course Name | Day | Time | #Mins | #Wks | Instructor | Tuition/Fee |
|------------|-------------|-----|------|-------|------|------------|-------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

* Course ID can be found in the Course Catalogue.

Payment via cash, check, or credit card must accompany this form. All checks should be made payable to COLBURN SCHOOL.

Partial payment must accompany this form if the student is requesting a deferred payment plan.

Office Use Only

| | | |
|------------|-----------|-------|
| INVOICE #: | Initials: | Date: |
| Notes: | | |
| | | |
| | | |

| | |
|-----------------------|--|
| Tuition Total: | |
| FA/Discount: | |
| FA/Discount: | |
| Registration Fee: | |
| Payment Plan Fee: | |
| Donation: | |
| Total Due: | |
| Partial Payment: | |
| # Payments Remaining: | |
| Balance Due: | |

OFFICE USE ONLY

Student's Signature: _____ Date: _____

If the student is a minor, a parent or guardian must sign. By signing this form, I agree to abide by the school policies as published on the Colburn School website at colburnschool.edu, and I acknowledge that I have read the abbreviated policies on page 2 of this form.

This is an abbreviated summary of our Registration and Academic Policies. For a complete listing of the Colburn School Policies, please refer to colburnschool.edu/community-school/student-resources.

Enrollment/Registration Policies & Procedures

Group Classes & Ensembles

Registration for group classes and ensembles must be completed during the Open Enrollment Period listed on the Academic Calendar. Late enrollments will be permitted pending the instructor's approval.

Private Lessons

If availability permits, students may register for private instruction at any time throughout the year.

Enrollment Commitment

When enrolling in either a group class, ensemble, or lesson, students are committing to 32 weeks of lessons or classes at a set day and time as established by the class schedule, or by their private lesson instructor or chamber coach. By signing up for lessons, ensembles, or classes, students are committing to attend the registered length of lesson time or class that has been reserved for them on a weekly basis for the duration of the academic year (32 weeks unless otherwise specified).

There are three exceptions to the Enrollment Commitment:

1. Most Early Childhood and Adult courses are one semester in length. Students must re-enroll each semester.
2. Adults enrolling in private lessons may commit to a mutually agreeable schedule with their private instructor that is less than 32 weeks.
3. School-aged students enrolling in private lessons after the start of the academic year will be registered for the number of weeks remaining in the year.

All other exceptions must be approved by the School. Students must submit a written request for an exception by emailing the Community School office at cspa@colburnschool.edu.

A \$30 registration fee will be applied to all new enrollments beginning August 1, 2025 for fall and year-long enrollments or January 6, 2026 for spring enrollments. There is no registration fee for Summer Session.

Drop Procedure

Students may drop from a course or lessons only during the **Open Enrollment Period: July 1-September 12*** (*Open Enrollment for Monday classes ends on **September 15**).

The parent/student must complete the online Drop Request Form to drop out of a class, ensemble, or private lesson. The form should be completed in a timely manner once the parent/student decides to withdraw. Students will only be eligible for a credit and/or refund if the request is submitted during the Open Enrollment Period.

Under no circumstances will tuition be retroactively refunded or credited.

The student is eligible for a 100% refund of tuition if the form was submitted prior to the first day of the semester*.

*The first day of the semester for year-long enrollments corresponds to the beginning of the fall semester. The first day of the semester for single-semester classes (Early Childhood and Adult Classes) corresponds to the start date of the respective semester.

Drop requests for year-long enrollments following the third week of the fall semester will only be honored pending the School's approval.

Students who enroll in private lessons outside of the Open Enrollment Period are not eligible for refunds or credits in the event of a drop.

Informing an instructor of a decision to withdraw, stopping payment, or not attending class does not constitute a withdrawal.

Exceptional requests for refunds due to a family or medical emergency may be made in writing to the School within 14 days of the missed class and must include appropriate documentation. Requests must be sent to the Community School office via email at cspa@colburnschool.edu. There is no guarantee that a credit or refund will be approved due to a family or medical emergency.

Teacher Absence Policies

- If a teacher is absent from a scheduled lesson, a make-up lesson shall be scheduled at a mutually convenient time, or during one of the scheduled make-up weeks in January and May.
- If the student misses a make-up lesson, there will be no second make-up opportunity.
- In cases of sudden illness or unexpected leave on the part of the teacher, the School shall make every reasonable attempt to supply an appropriate substitute or make-up class/rehearsal. If teacher reassignment is necessary, the School does not guarantee that a student will receive or be placed with an instructor of their choice.

Student Absence Policies

- **There are no make-up lessons for student absences.**
- The School requests students to notify faculty of anticipated absences as a courtesy to the faculty members; however, this does not exempt the student from payment as contracted.
- Like other professional services, Colburn's faculty reserves a specific day of the week and time slot in their weekly schedule for each student's lesson which is unable to be filled in the event of an absence. For this reason, Colburn does not provide refunds or make-up lessons for student absences which include, but are not limited to travel, school events, and illness.

Payments

- Payment must accompany registration, whether online or by registration form. Payment of tuition and fees is expected in full at the time of enrollment unless a deferred payment plan is requested.
- Upon approval of a deferred payment plan, an initial deposit will be collected, and all remaining payments are due on or before the 15th of each month.
- All deferred payment plan arrangements must be made directly with the Community School office, and all payments will be handled by the Cashier.
- Any payments received after the 15th will be automatically assessed a \$35 late fee. Subsequent late fees will be charged every month until payment is received.
- Deferred payment plans will remain in effect until tuition is paid in full. Dropping a class, ensemble, or private lesson does not guarantee cancellation of remaining payments.