

## How to Register

You may register for music and art classes at the Community School of the Arts Office, located in the Tolland Cottage on the Depot Campus. Payment in full is due upon registration, prior to the first class. Registration can also be taken over the phone with VISA, MasterCard, Discover and Diners International by dialing 860-486-1073 between 9:00 am-5:00 pm. A receipt (proof of transaction) will be mailed to you.

## Financial Assistance

Assistance, generally for 10-30% of course fees, is available to music and art students in need. Student sponsorships in certain programs may be available. Summer financial aid forms must be received by June 15; Fall forms by September 1; and Spring semester forms by January 5. Call the CSA Office, at 860-486-1073 for a financial aid application or additional information.

## Discounts

Family discounts for private instrument lessons are available, as well as 10% early bird discounts for vacation and summer camp programs.

## CSA Lesson Makeup Policy

Instructors are not obligated to make up private lessons missed by students. Please be sure to ask your teacher about his/her policy regarding missed lessons. Lessons missed by the instructor will be made up.

## Refunds and Withdrawals

To withdraw from a course and receive financial credit, a student must submit a written withdrawal request to the Community School of the Arts office. Notice to the instructor is not sufficient.

Non-attendance does not constitute a withdrawal, and no deduction will be made for temporary absence from class or lesson. CSA's refund policy is based on the assumption that a student has paid fees in full prior to the date of withdrawal. Registration is based on a semester long commitment (i.e. the number of lessons indicated on the registration form). Therefore, any outstanding fees are not waived if withdrawal occurs before the balance is paid. Because of contractual obligations for instruction and other services at the start of the semester, a minimum \$25 withdrawal fee will be assessed at the time of withdrawal and the remaining fees refunded based on the following schedule:

For 6-week or longer classes, withdrawals made...

Prior the first lesson/class .....	100% refund (less \$25 withdrawal fee)
Prior to the second lesson/class .....	90% refund (less \$25 withdrawal fee)
Prior to the third lesson/class .....	75% refund (less \$25 withdrawal fee)
Prior to the fourth lesson/class .....	50% refund (less \$25 withdrawal fee)
After the fourth class .....	No refunds

## Refunds/Withdrawals for Camps, Workshops or Festivals

For all workshops, festivals, or School Break/Summer School of the Arts programs, there are **no refunds** for withdrawals made after 7 days BEFORE the start of the camp, workshop or festival.

# Registration Form

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

If you require special services due to a disability, please indicate:

**Private Music Lessons must be arranged by calling the CSA Office at 860-486-1073.** See calendar for registration dates.

Group Classes (refer to catalog for schedule numbers) Fall  Spring

Note: for half day Vacation Arts Camps check a.m. or p.m.

Schedule #	Title	Date	Fee
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
		<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	

Total fees \$ \_\_\_\_\_

(Please enclose a separate check payable to UConn Foundation) Scholarship Fund Contribution \$ \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

By completing this registration, you are agreeing to the terms of the CSA refund and withdrawal policies.

Mail completed registration form with check payable to 'UCONN' to: Community School of the Arts, 3 Witryol Place, Storrs CT 06269-5195