

Registration Form

CSPA Adult Studies

Year: _____ Fall Spring Summer New Student Continuing Student Male Female

Student Information

Last Name: _____ First Name: _____ Birthdate: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home phone: () Cell: () Email: _____
 School currently attending: _____ Current grade level: Home School Student
 Adult student employer: _____ Employer phone: ()
 Employer address: _____ City: _____ State: _____ Zip: _____

Contact Information

Last Name: _____ First Name: _____ Mr. Mrs. Ms. Dr.
 Relationship (mother/father/etc.): _____ Cell: ()
 Email: _____
 Address (if different from above): _____ City: _____ State: _____ Zip: _____
 Primary contact employer: _____ Employer phone: ()
 Employer address: _____ 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: _____
 Secondary contact employer: _____ Employer phone: ()
 Employer address: _____ City: _____ State: _____ Zip: _____

Code*	Course Title	Day	Time	#Mins	#Wks	Instructor	Fee

* Codes are located in the Schedule of Classes

Office Use Only

Campus ID#	Verification Initials:	Date:
Notes:		

Payment must accompany this form. We accept checks, cash, money orders, Visa, Amex, MasterCard, or Discover. Make checks payable to the Colburn School.

Participant, parent or guardian must read and sign: By signing this form, I agree to abide by the policies stated in the School Catalog at colburnschool.edu

▶ Signature: _____ Date: _____

Tuition Subtotal:	
FA/Scholarship:	
FA/Scholarship:	
Discount:	
Instrument Rental:	
Adjustment:	
Donation:	
Total Due:	
Amount Paid:	
Balance Due:	

OFFICE USE ONLY

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

Registration Procedure

The registration procedures at the Colburn School are designed to place students in appropriate courses through interviews, auditions, and other screening methods. These procedures help to minimize enrollment in inappropriate courses, and to minimize the need to drop lessons and classes. Registration must be completed during the Formal Registration period listed on the Academic Calendar to avoid a late fee. Any student who registers after the Formal Registration period will be subject to a \$25 late registration fee.

Drop/Withdraw Procedure

The parent/student must complete and submit the Drop Form either in person, via email or fax, prior to the first day of the semester. Once receipt is confirmed by the CSPA office, prior to the first day of the semester, the request to drop the class, ensemble, and/or private instruction will be reviewed by the Dean. Upon the Dean's approval, 100% of the tuition is refunded. Anytime during the first week of the semester, 75% of the tuition is refunded. After the first week through the second week, 50% of the tuition is refunded. After the second week through the third week, 25% of the tuition is refunded. After the third week, there are NO REFUNDS.

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 Dean within 14 days of the missed class and must include appropriate documentation. There is no guarantee that a full refund will be approved due to a family or medical emergency.

Absence Policies

Students must notify faculty of anticipated absences as a courtesy to the faculty members; however, this does not exempt the student from payment as contracted. There will be no makeup lessons for student absences. If a teacher is absent from a scheduled lesson, a make-up lesson shall be scheduled at a mutually convenient time. If the student misses a make-up lesson, there will be no second make-up opportunity. In cases of sudden illness on the part of the teacher, the teacher and The School shall make every reasonable attempt to notify students.

Suspension

Delinquency in payment of tuition and fees may result in suspension of a student's enrollment. Suspended students shall not be allowed to attend classes, rehearsals, or lessons; instruction shall be resumed only upon full payment of any balance due and with approval of the Registrar. There will be no credit or make-up for any lessons or classes missed because of suspension.

Payments

Payment must accompany the registration form. Payment of tuition and fees is expected in full at the time of enrollment unless a payment plan is requested. Upon approval of a payment plan, all payments are due on or before the 15th of the month. All payment plan arrangements must be made directly with the Cashier's Office. Any payments received after the 15th will be automatically assessed a \$25 late fee. Subsequent late fees will be charged every month until payment is received.

All private instruction must take place on campus at the Colburn School at 200 South Grand Avenue, Los Angeles, CA

New Policy for 2017-18 Academic Year: For classes and ensembles that require a year-long commitment, students may request to drop the spring semester during the formal drop period. The formal drop period for the 2017-2018 academic year is defined as December 1, 2017- January 10, 2018, which will provide the necessary time for the ensemble director/faculty to plan accordingly. A drop form must be submitted first to the faculty or ensemble director, as appropriate, for their signature and approval. The second step is for the student to submit the signed drop form to the CSPA Registration Office for approval by the Dean. All Year-Long required registrations for the classes and ensembles listed below require a completed drop form to be submitted to the CSPA Registration Office within the formal drop period to avoid any further Spring Semester Tuition Charges. The ensembles and class that require year-long registration are as follows: Young Men's Chorus, Colburn Concert Choir, Colburn Chamber Singers, Introduction to Chamber Music, Ed and Mari Chamber Institute, Violin Ensemble, String Ensemble, String Orchestra, Wind Ensemble, Colburn Chamber Orchestra, Colburn Youth Orchestra, Monday Night Band, Thursday Night Band, Colburn Jazz Workshop Big Band, and all Music Theory Classes.

