

the
Murray
Arts
Center

of
Mount
Paran
Christian
School

Georgia Center for the Arts
2008-2009 Registration Form

A bold new partnership



— SYMPHONY
ORCHESTRA —

Please print neatly or type. Submit a separate registration form for each student.
 Complete all lines of each section. Mail, Scan, E-mail or Fax your completed
 application and the \$15 application fee to:

khunt@cobbsymphony.org
 (770) 794 – 8916 (fax)
 Cobb Symphony Orchestra
 Attn: Education Department
 2250 Stilesboro Road NW
 Kennesaw, Georgia 30152

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Class/Private Lessons Registration Form
 Georgia Center for the Arts
 Fall 2008

Student Contact Information

Student Name	
Address	Cell Phone
City/State/Zip	Home Phone
Student E-mail	Work Phone

Supplemental Information (for students under 18)

Parent/Guardian Name	
Parent/Guardian Address	
Parent/Guardian City/State/Zip	Cell Phone
Parent/Guardian E-mail	
Student's School	Grade Level

Health Information

Physician Name	Physician Telephone
Emergency Contact Name	Relationship to Student
Emergency Contact Number	Special Medical Needs

Select Your Classes

Class #	Class Title	Start Date	Time	Tuition
			Total	\$

Method of Payment (please make checks payable to CSO)
 Check VISA MasterCard Amex CASH

Note: Tuitions totaling more than \$200 may be payable in installments.
 Please call the Education Office at (770) 429 – 7016 for more
 information.

Name as it appears on charge card

Card Number	Exp Date
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By signing this form, I acknowledge agreement with and understanding of the CSO/MAC MPCS' Georgia Center for the
 Arts Policies and Procedures as outlined on Page 3.

Signature:

Date:

Georgia Center for the Arts Policies and Procedures

Classes and lessons are filled on a first-come, first-served basis. **Note that the entire tuition fee is due at the time of enrollment (for tuitions totaling more than \$200, installment plans are available).** Without full payment, space will not be held in classes. Registrations are accepted for lessons on an on-going basis.

Once classes have begun, late registration for some classes may be possible with a pro-rated tuition fee. Call (770) 429 – 7016 to see if late registration is allowed and if the tuition can be prorated for the class you wish to take. If financial assistance is needed, call (770) 429 – 7015 for criteria and application procedures.

Registration Procedure:

Registrations are accepted at the Cobb Symphony Orchestra offices during regular business hours (9 AM – 5 PM, Monday through Friday). Students may register:

- In person
- By telephone (770-429-7016) with credit card
- By mail
Cobb Symphony Orchestra
Attn: Education Department
2250 Stilesboro Road NW
Kennesaw, Georgia 30152
- By e-mail
khunt@cobbssymphony.org
- On-line
www.cobbssymphony.org

Checks should be made payable to the Cobb Symphony Orchestra. You may visit our website at www.cobbssymphony.org to download a printable registration form or request one in person or by phone at the Cobb Symphony Office.

Please be sure to include student's full name (first and last) and lesson or class on each check or money order. Bank fees resulting from a check returned to GCA will become the responsibility of the paying party and will be assessed to the student's account.

Refund Policy:

To withdraw from a class:
Students must notify the education office in person, by phone or by mail. E-mails are not adequate notification of withdrawal.

Withdrawal notification must be received no later than two business days before the first class meeting in order to qualify for a refund. If it is necessary for a student to withdraw from private lessons, the teacher must have a 2-week notice. Otherwise, payment for the entire semester will be due.

A \$25 processing fee will be retained by the Cobb Symphony Orchestra.

If course materials have been purchased for a registration prior to withdrawal, the material fees will not be refunded. The purchased materials will be given to the registrant.

Pro-rated refunds may be made after the withdrawal deadline up to the date of the second class meeting. After that time, no refunds will be made except for documented medical reasons.

The Cobb Symphony Orchestra/Murray Arts Center at the Mt. Paran Christian School (CSO/MAC MPSC) will not provide refunds or credits for days missed by students due to illness, personal schedule conflicts or other reasons.

Confirmation:

Due to ever-increasing postage costs, students will receive e-mail confirmation of registration. Unless you are notified otherwise by telephone, classes and lessons will start on the days, dates and times listed.

Private Lesson Fees: (see faculty fee schedules)

GCA allows its teaching artists to set their own fees for private lessons. This is why each instructor has a different fee schedule. When you enroll, you are making a commitment for the entire semester that you will attend all lessons. Our faculty is making a commitment to the GCA and they depend on their students to honor their commitment. If a student discontinues participation in the lessons program, unpaid tuition for the semester is still expected.

Group Lesson/Class fees:

The tuition for classes is set on an individual class basis. Class lengths will vary from 6-15 weeks.

Class Cancellation:

The CSO/MAC MPSC reserves the right to cancel a class for insufficient enrollment. In such cases, registrants will be notified by telephone prior to the start of class and they will receive a full refund.

GCA does not follow a specific county's school calendar. Please consult posted calendar for holidays.

Weather related closure will be posted on the web site and broadcast on WSB Radio.

Dismissal from Classes:

The CSO/MAC MPSC reserves the right to dismiss a student from a class for excessively disruptive behavior. In such cases, no refunds or credits will be given and the student may be prohibited from future registration.

Mailing List:

Registrants are automatically placed on the Georgia Center for the Arts weekly newsletter list. To develop the sense of community, share in each other accomplishments, and keep abreast of different opportunities as they arise, you will receive e-mail notifications on a weekly basis.

Loss of Property:

The CSO/MAC MPSC cannot be responsible for the personal property of individual students. We will do our best to ensure a safe environment. We suggest that you leave valuables at home or lock them in your car when you come to classes.

Miscellaneous:

Food is ONLY allowed in "The Rest" of the Murray Arts Center. Please do not take any food or beverages into any other studios or lesson rooms.

Students should be dropped off and picked up within 30 minutes of their lesson times. For their safety, students should remain in the building until a parent or older sibling arrives to pick them up.

Please do not allow your children to run, yell or play in the halls. We ask that you remain in the lounge area until your child is finished with their lesson.

A warm up area will be provided if you should arrive early enough for your lesson.

Please do not hesitate questions or express your concerns. The GCA staff is here to assist you in any way possible.

WELCOME!

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