

ENROLLMENT *checklist*

Important:

Please complete the following checklist to ensure that your child's enrollment is correctly processed. Incomplete enrollment packets will not be accepted until missing elements are received.

1: Registration Form

- completed, signed and dated

2: School Policies

- signed and dated

3: Safety & Permissions form

- Authorization to Film & Photograph signed and dated
- Disclaimer of Liability signed and dated (if applicable)

4: Payment Schedule Options form

- completed, signed and dated

5: Payment of 490€

- enclosed

**** Attention : no enrollment can be accepted without this payment. ****

Thank you!

Your enrollment is now ready to be processed.

School Policies

- Full-Year Enrollment** L'Ecole Koenig and its faculty insist upon a serious involvement on the part of students, families and teaching staff. Numerous changes during the course of the year are detrimental to the academic programs, and time slots reserved at the beginning of the year are difficult to exchange. It is for this reason that we require an annual enrollment, and that the same engagement is equally demanded of your child's teacher.
- Global Planning** Students are part of a global structure; class times are therefore subject at any time to be modified by 15 minutes. For the same reason, we require parents to provide an overview of the student's availability on the enrollment form. Based upon this information, *L'Ecole will offer a minimum of two time slots per private lesson.*
- Punctuality** **For the well-being of all, lesson times must be scrupulously respected.** Latecomers offset the schedule and punish those children who are on time.
- Your Child's Progress** The school provides a music notebook for all children taking private lessons. Throughout the year, the teacher notes the work done during each lesson, the work for the week, as well as comments concerning the student's work, his/her progress and motivation. We ask that parents read and sign this notebook each week. Parents may enter their comments and questions as well.
- Makeup Lessons** Missed individual lessons for valid reasons (illness, accident) with justification and notified at **least 48 hours** before may be made up *if the teacher's schedule allows it.* Beyond this time limit, we cannot guarantee the lesson will be made up. *Make-up lessons are only automatic if the teacher is absent. The teacher according to his/her schedule and in agreement with the school administration determine the time and date of the make-up lesson.* In the case of bank holidays, the teacher according to his/her schedule and in agreement with the school administration will make up the lesson so each student will have thirty-one weeks of lessons during the year. **A maximum of 3 absences per semester will be tolerated in group classes,** beyond which L'Ecole Koenig reserves the right to allot the student's time slot to another student. **Prolonged absences** (illness, accidents) should be brought to the attention of the administration as soon as possible in order to study the best solution for the family and the teachers concerned. *Any absence of this kind not communicated immediately cannot be taken into account by L'Ecole Koenig.*
- Refund Policy** **Refunds are strictly not given** other than in unavoidable, documented circumstances (moving, serious illness, hospitalization). Any refund due to unavoidable, documented circumstances will be processed at the end of the semester.
- Special Reductions** Enrollment in a **second course/formula** by the same child, or by a **second child** from the same family, entitles the family to a **10% reduction** in the price of the additional course. Enrollment by a **third child** from the same family entitles the family to a **15% reduction** in the price of the additional course, or a **20% reduction** if the course is part of our program "**For the Very Young**".

Note: Classes are not systematically conducted in English, and L'Ecole Koenig is not a language school.

I, the undersigned, _____ (first and last name) have read, understood and agreed to the School Policies of L'Ecole Koenig.

Signature : _____

Date : _____

Safety & Permissions

For security reasons, the entryway and the hallway of L'Ecole must not be obstructed by strollers, trotinettes, carts or rollerblades. Parents and children are therefore requested to leave any such items outside the school. In case of the need for emergency evacuation (e.g. fire or explosion), your personal liability may be invoked.

L'Ecole is responsible for students only during class times. Non-autonomous students (under 8 years old according to French law) must be in the charge of a responsible adult who accompanies and picks up the child on time. We advise you to introduce yourself, and/or the third person responsible, to your child's teacher and to the school administration at the beginning of the school year, and to inform us immediately should there be a change in the person designated to pick up and drop off your child.

For autonomous children between the ages of 8 and 15, we require that the Disclaimer of Liability form below be completed and signed. The school administration must be notified by a responsible adult of any absence of children of this age. L'Ecole and its lessor decline any responsibility for students not on school grounds. We remind you that it is extremely dangerous *for your children* to play in front of the parking lot's exit. *In the event that L'Ecole is forced to intervene to protect a child who, in the opinion of school administration, is in danger, or is disruptive, L'Ecole may require that the child be systematically accompanied in the future.*

Disclaimer of Liability

Authorization to Leave School Premises Unaccompanied

I, the undersigned, _____ (parent's first & last name), authorize my child,
_____ (child's first & last name), aged _____ years old, to leave the
premises of L'Ecole Koenig after his/her music/musical theater class unaccompanied by an adult.

Date : _____ **Signature:** _____

First & Last Name : _____

Authorization to Film & Photograph

I, the undersigned, _____ (parent's first & last name), authorize L'Ecole Koenig to
photograph and/or film my child, _____ (child's first & last name), for the following
purposes: use of the photographs/footage for promotional materials for present and future clients, in photo albums,
on the internet, and on posters.

Only first names will be indicated on printed documents or on the internet.

I recognize that this document is legally contractual. This document can be declared invalid by certified letter addressed to
L'Ecole Koenig.

Date : _____ **Mother's Signature:** _____

Date : _____ **Father's Signature:** _____

Payment Schedule Options

- Standard Plan** Tuition + 95 € registration fee*
Due upon enrollment : 490 €
No enrollment can be accepted without this payment, which includes 95€ non-refundable registration fee and downpayment of 395€ toward tuition.**
Balance : Payable in 2 cheques for equal amounts dated August 22nd, 2011, to be cashed respectively on August 22nd, 2011 and January 16th, 2012
Payment Deadline : August 22nd, 2011 (*both cheques must be remitted*)
- Discounted Plan** Tuition + 95 € registration fee*, less 3%
Due upon enrollment : 490 €
No enrollment can be accepted without this payment, which includes 95€ non-refundable registration fee and downpayment of 395€ toward tuition.**
Balance : Payable in 1 cheque dated August 22nd, 2011
Payment Deadline : August 22nd, 2011
- Extended Plan** Tuition + 95 € registration fee*, plus 3%
Due upon enrollment : 490 €
No enrollment can be accepted without this payment, which includes 95€ non-refundable registration fee and downpayment of 395€ toward tuition.**
Balance : Payable in 10 cheques for equal amounts dated August 22nd, 2011, the first to be cashed on August 22nd, 2011, the others once per month on the 10th of each month from September through May.
Payment Deadline : August 22nd, 2011 (*all 10 cheques must be remitted*)

We also accept payment by **credit card** (other than American Express) and by **automatic bank transfer*****.
The same payment schedule options apply.

Past due balances will accrue interest of 1,5% per month.

I, the undersigned, _____ (first and last name) have read, understood and agreed to the Payment Schedule Options of L'Ecole Koenig, and have chosen the: discounted plan / standard plan / extended plan .

I choose to pay the balance, after my deposit of 490€, by cheque / credit card / automatic bank transfer .

Signature : _____

Date : _____

* **Registration fee includes 10€ membership in our association 'Les Amis de L'Ecole Koenig'** which entitles you to participation in the general assemblies of the organization as well as reduced ticket prices for all school events.

****The tuition downpayment is refundable under the following conditions:**

- 1) L'Ecole is unable to offer a minimum of 2 options within your child's availability as stated on your registration form (applies only to private lessons and only in cases where client has supplied a minimum of 3 possible time slots on the enrollment form under "Availability"); or
- 2) Moving, serious illness, hospitalization; or
- 3) Written cancellation before August 15th, 2011, or
- 4) Documented conflict with your child's academic coursework schedule.
Scheduling conflicts with other extracurricular activities, such as sports, dance or art classes, will not be considered valid grounds for refund of the tuition downpayment of 395€.

***In case of a wire transfer failure, or an unpaid client check, **all associated penalty fees will be passed to the client.**