

# NEC SCHOOL OF CONTINUING EDUCATION REGISTRATION FORM 2006-2007

Fax to: 617-585-1135 (payment by credit card only)

Mail to: New England Conservatory, School of Continuing Education, 290 Huntington Avenue, Boston, MA 02115

DEADLINE: The SCE office must receive this form and full payment one week before the first class meeting

**STUDENT INFORMATION** (please print or type)

Check here if any of the information below has changed since your last registration

Name \_\_\_\_\_ Gender:  Male  Female Date of birth: / /  
First Middle Last

Address \_\_\_\_\_  
Street City State Zip

Phone: Work (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

E-mail Address \_\_\_\_\_ Instrument \_\_\_\_\_

How did you learn about the School of Continuing Education? \_\_\_\_\_

The following information is for statistical purposes only. All responses will be kept confidential.

**Primary reason for enrolling**

- Personal interest
- Professional development
- Certificate requirement
- Preparation for college entrance
- Other

**Highest degree**

- High school diploma
  - Bachelor's degree
  - Master's degree
  - Doctorate
- Institution granting degree: \_\_\_\_\_

**Ethnic Code: Check one.**

- Non-resident alien
- Black, non-Hispanic
- White, non-Hispanic
- Asian or Pacific Islander
- Hispanic
- American Indian or Alaskan Native
- I decline to respond

**REGISTRATION** (see reverse side for important instructions!)

Fall semester  Spring semester

For classes and ensembles:

**Class or Ensemble Title:**

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

**Credit Status:**  
(Check one) SCE credit non-credit

**Tuition**

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_



**For private lessons (the 2006-07 standard private lesson rate is \$89.00/hour.**

**Some teachers have higher rates; call 617-585-1130 to confirm):**

| Instructor | Instrument | # Lessons | X | Length | X | Hourly Rate | = | \$    |
|------------|------------|-----------|---|--------|---|-------------|---|-------|
| _____      | _____      | _____     | X | _____  | X | _____       | = | _____ |

1 = 60 min.  
.75 = 45 min.  
.50 = 1/2 hr.

**REGISTRATION FEE \$ 30.00**

*(non-refundable unless a class is cancelled)*

**TOTAL \$ \_\_\_\_\_**

**PAYMENT**

Check or money order (make checks payable to New England Conservatory). Amount enclosed \$ \_\_\_\_\_

I authorize the NEC School of Continuing Education to charge my account in the amount of \$ \_\_\_\_\_.

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_



Cardholder's Name (please print) \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

I certify that the information above is complete and correct and agree to abide by the policies and procedures printed in the current School of Continuing Education Catalog (available free in the SCE office).

Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only**

**Term:** \_\_\_\_\_ **MI / IP ID#** \_\_\_\_\_ **ADV:** \_\_\_\_\_ **Reg:** \_\_\_\_\_ **NS:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **RBIL:** \_\_\_\_\_ **CRPT:** \_\_\_\_\_ **STU:** \_\_\_\_\_

# SCHOOL OF CONTINUING EDUCATION

## FAX-IN AND MAIL-IN REGISTRATION INSTRUCTIONS

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### GENERAL INFORMATION

• **ID's:** New students who register in person (in Room SB 120 of the 241 St. Botolph Street building, Tuesday–Friday, 9:00 a.m.–4:00 p.m. and Saturday, 8:30 a.m.–3:00 p.m.) will receive a picture i.d. when they register. New students who register by mail or fax may either mail in a passport photo or come to Room SB 120 to have their picture taken during office hours. The office will also be open before the first meeting of every evening Continuing Education class. *Returning students should mail in their i.d. card with this form; it will be revalidated and returned with their registration acknowledgement.*

• **Refunds:** The School of Continuing Education (SCE) reserves the right to cancel any course that is under enrolled. Notification of a course cancellation will be given as soon as possible prior to the first day of the class. In the event that the SCE cancels the course, a full refund including the registration fee will be given. Please see the General Information section in the School of Continuing Education catalog about refunds for students who withdraw from courses that are in progress.

### REGISTRATION FOR COURSES AND ENSEMBLES

Students may register *now* by mail or fax for all classes and ensembles. Please fill out the entire mail-in registration form and include full payment. *Most offerings may be taken either for SCE credit or for non-credit. Please be sure to choose the correct price, to check the correct “credit status” box, and to add in the \$30 registration fee. Also, be sure to sign at the bottom of the form beside the big arrow!*

### REGISTRATION FOR PRIVATE LESSONS

• All students *must confirm* with their private teacher both the number of lessons and the length of their lesson time before they register for private lessons by fax, mail, or in person. New students should call 617-585-1130 about private teacher placements. *Students who wish to register for private lessons for SCE credit must receive permission from the SCE Director (please see **Private Lessons for Credit** in the School of Continuing Education catalog).*

• **When registering for private lessons, please be sure to provide the instructor's name, your instrument, the number of lessons, and the hourly rate.** (Note: Some instructors have a teaching rate higher than our standard \$89/hour rate. If you are uncertain about your instructor's rate or if your instructor has had a higher rate in the past, please call 617-585-1130 for the correct rate.) Express the lesson length as a decimal fraction of an hour: i.e., 30 minutes = .5 hour, 45 minutes = .75 hour, 60 minutes = 1 hour. To calculate the tuition charge, multiply the number of lessons x the length of lessons x the hourly rate. **For example, to register for fifteen 45-minute lessons, write: 15 x .75 x \$89.00 = \$1,001.25.**

### OPTIONAL PAYMENT PLAN

Students may pay using the Optional Payment Plan. *To use the plan, students must register in person.* Under the plan, students pay one-half of their tuition, the \$30 registration fee, and an additional \$10.00 using cash, check, or credit card. The remaining two payments, each equaling one-half of the balance, will be drawn automatically from the student's credit card on the following dates: Oct. 25 & Nov. 29 (Fall Semester); Mar. 14 & Apr. 11 (Spring Semester). You may contact the NEC Business Office at 617-585-1220 with any additional questions.

**DEADLINE:** The School of Continuing Education office must receive this form and full payment (remember to include the registration fee) at least **ONE WEEK** before the first class meeting.

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290 Huntington Avenue, Boston, MA 02115.

**FAX TO:** 617-585-1135 (*only if paying by credit card*)

**QUESTIONS?** Call 617-585-1130 or e-mail: [SCE@newenglandconservatory.edu](mailto:SCE@newenglandconservatory.edu)

**WEB SITE:** [www.newenglandconservatory.edu](http://www.newenglandconservatory.edu)