



## REGISTRATION HELP GUIDE 2010-2011

**CURRENT STUDENTS:** Please be reminded that all current students should submit all registration forms and fees no later than **March<sup>1<sup>st</sup></sup> 2010** in order to secure a slot for the **2010-2011 Season**. The **\$95** Registration Fee will increase to **\$150** for current students who register **after this deadline**. If you are uncertain of your fall schedule at the time of registration, please try to give an anticipated schedule so that you will be guaranteed a slot as well as eligible to pay the discounted registration fee. This information may be updated at a later time if needed. Unfortunately, we can't make any exceptions after this deadline. **Current students are students who are currently enrolled or who have been enrolled at the studio within 1 year.**

### **LOCATIONS:**

**Reston Location:** Lessons/classes given at studio headquarters in Reston.  
(11425 Isaac Newton Sq.)

**Home Travel:** Lessons given at the student's home or at a designated location. A **minimum of 1 hour** of lesson time at each home location must be scheduled in order to qualify for Home Travel. Home Travel is subject to availability and only available to **Private Program Students only. Additional fees apply!**

### **LESSON DAYS & TIMES:**

Classes/Lessons are available **Monday - Saturday** at specific times (see program information for detailed scheduling).

**Early Bird Slots:** These lesson/class slots are lessons/classes that start and end **BEFORE** 4:00PM (M-F) and are at a discounted rate.

**Premium Slots:** These lesson/class slots are lessons/classes that start at 4PM (M-F) during our peak times of operation. All Saturday Lessons/classes are considered Premium Slots.

### **COMPLETING THE REGISTRATION FORMS:**

Students participating in either the **Semi-Private Lessons Program** or **Group Lessons Program** will need to submit 1 Registration Form per student. **Private Program** students can register up to 4 students per Registration Form. Please submit all Registration Forms, per family, together even if participating in several programs. **Families will be required to complete and submit a Registration Fee Worksheet when registering for any and all programs.**

### **REQUEST FOR ADDITIONAL LESSON TIME: Private & Semi-Private Lesson Program Only**

Private students may request a maximum of **30 additional minutes** while semi-private students may request a maximum of **15 additional minutes** per concentration area (voice, piano, acting). **Additional fees apply!**

### **SELECTING A ROTATION: Private Music Programs Only -Voice & Piano**

Returning students who have completed all three rotations may select a rotation for the year. Please be reminded that rotations selected are in effect for one full year of study.

**Rotation Choices:** *Classical Jazz Contemporary 'Round The World Rotation (All 3)*

New students will be required to complete the 'round the world rotation for the first year before selecting a genre of choice.  
*\*adult students & special education students are not required to follow this rotation*

### **COMPLETING THE TUITION PAYMENT OPTION FORM (Full Year Program Students)**

Only **1 TPO Form** for **Full Year Program Students** will need to be completed per family. Please indicate the payment option you have selected as well as complete the bottom portion of the form. Families who have selected **Payment Option C** will also need to complete a **FACTS** Enrollment Form and submit with the **TPO Form** when registering. **FACTS** is optional for those who have selected **Payment Option B**.

### **COMPLETING THE FACTS ENROLLMENT FORM (Full Year Program Students)**

Families who have selected **Payment Option C or B (FACTS)** will need to complete a **FACTS** Enrollment Form and submit with the **TPO Form**. Only **1 FACTS Form per family is required**. Families should complete the **highlighted sections of the form only** and submit **all copies** with all other registration material. Once received, the Admissions Office will complete the form and prepare for processing. When processing is complete, the pink copy will be returned to the family for their records and verification. Please be sure to attach a **voided check or provide a savings account number**. **Remember, the first tuition payment is due directly to Lopez Studios, Inc.** There is a \$41 enrollment fee for monthly payments through **FACTS** and a \$20 fee for 1 payment through **FACTS**

**OVER**

### **MUSIC AND MATERIAL DEPOSIT/CLASS FEES:**

**Private Lesson Students & Semi-Private Lesson Students** are required to submit a **\$75 Music and Material Deposit** per student at registration. This deposit will be used throughout the year to subtract expenses such as curriculum, music purchased, notebooks, competition fees, audition fees, as well as any other items purchased for students. When students are in need of music or materials, the cost of such materials will be deducted from the students' **Music and Material Deposit**. When the students' deposit reaches a **\$0 balance**, the student will be invoiced for all items purchased thereafter. If the student has a remaining balance at the end of the year, **returning students** will receive a credit toward the first invoice in the fall. Discontinuing students are not eligible for a refund. Students/parents may request an itemized list at any time by contacting the Admissions Office. **Group Lesson Students** are required to submit a **\$75 Materials Fee** per year that will cover curriculum, music, and supplies needed for the class. **Specialty Class Students** are required to submit a **one time Materials Fee of \$75 per student no matter how many specialty classes they are enrolled**. These Fees are non-refundable.

### **REGISTRATION FEES:**

All students will be required to submit a **\$95 Yearly Registration Fee** upon registration. Only 1 Registration Fee is due per student per year, even if enrolled in several different programs. These Fees are non-refundable.

### **PROGRAM TYPES:**

**Full Year Program Students:** Programs that are scheduled for a full year (**Sept. - June**)

*\*Private Lessons Program*-Private 1:1 lessons in acting, voice, or piano

*\*Semi-Private Lessons Program*- 2 students at a time taking lessons in acting, voice, or piano

*\*Group Lessons Program*- Group Lessons consisting of 3-6 students in acting, voice, piano

**Specialty Class Program Students:** Students who are enrolled in our **Specialty Classes** or **Kidz Create!** Classes

### **TUITION DEPOSITS DUE AT REGISTRATION:**

Full Year Program Students (Private, Semi-Private, and Group Programs) \$100 PER STUDENT

Specialty Class Program

\$100 PER STUDENT PER CLASS

Tuition Deposits for **Full Year Program Students (Private Lessons/Semi-Private/Group Lessons)** will be applied to student accounts based on the tuition payment option selected for the year. See the following chart for deposit allocations:

**Payment Option A Selected:** 100% of Deposit applied to the first invoice

**Payment Option B Selected:** 50% of Deposit applied to the first invoice (fall); 50% applied to the second invoice (spring)

**Payment Option C Selected:** Deposit applied in 10 equal installments or in remaining contracted installments

Tuition Deposits for **Specialty Class Program Students** will be applied directly to the owed balance. These Fees are non-refundable.

### **DISCOUNTS/INCENTIVE CREDITS**

All offered Discounts and Incentive Credits will be applied to student accounts based on the tuition payment option selected for the year. See the following chart for deposit allocations:

**Payment Option A Selected:** 100% of Credit applied to the first invoice

**Payment Option B Selected:** 50% of Credit applied to the first invoice (fall); 50% applied to the second invoice (spring)

**Payment Option C Selected:** Credit applied in 10 equal installments or in remaining contracted installments

### **INSTRUCTOR REQUESTS**

We do take requests for specific instructors and work hard to place students with the instructor of their choice whenever possible. However, please keep in mind that there are many variables that affect student placement such as, instructor availability, times & days requested, order of registration, level of student, and skill of the instructor. Lopez Studios, Inc. can not guarantee instructors for a specific period of time.

### **MASTER TEACHER FEE Private Lessons Program Students Only**

Private Instructors whose credentials (education, experience, accomplishments, certification etc...) are above the standards for most ordinary instructors will be entitled to an additional **\$60 Master Teacher Fee** per month per concentration. Master Teachers are approved by the Lopez Studios, Inc. Board of Directors and are considered "certified" under the Lopez Studios, Inc. Program. **2010-2011 Master Teacher: Mr. Victor Lopez**