



ENROLLMENT FORM

STUDENT INFORMATION PLEASE PRINT

First Name: _____ Last Name: _____

Mailing Address: _____
STREET CITY PROV./STATE POSTAL/ZIP

Phone (HOME): _____ Phone (WORK): _____ E-mail: _____

Fax: _____ Date of Birth: _____ E-mail: _____

I have read, understand, and agree to the policies and procedures on the reverse of this form.

Name: _____ Signature: _____
PRINT NAME OF PARENT/GUARDIAN IF UNDER 18 PARENT/GUARDIAN

DISCIPLINE(S)

Please check all that apply

Bagpiping Drumming Highland Dancing Step Dancing Other

WEEKLY LESSONS

Location:

Local (Summerside) Extension (Charlottetown) Other

Class Type:

Group Lesson Semi-Private Lesson Private Scholarship

PAYMENT INFORMATION

Balance Forward _____

Tuition Fee _____

Less 5% (if paid in full) _____

Less 10% (3+ Family) _____

Total _____

Payment _____

Balance Owing _____

Future Installments Payable January 1 & April 1 _____

LESSON DETAILS

1. Discipline: _____

DAY: _____ TIME: _____

FEE/ANNUM: _____

2. Discipline: _____

DAY: _____ TIME: _____

FEE/ANNUM: _____

3. Discipline: _____

DAY: _____ TIME: _____

FEE/ANNUM: _____

4. Discipline: _____

DAY: _____ TIME: _____

FEE/ANNUM: _____

OTHER PROGRAMS

Summer School Workshop
 Custom-Study Internship

Session Dates: _____

Scholarship (if applicable): _____

PAYMENT INFORMATION

A. Tuition Fee _____

B. Residence Fee _____

C. SUB-TOTAL _____

D. Less: Tuition Deposit (\$50) _____

E. Total Enclosed _____

F. BALANCE _____

NOTES:

METHOD OF PAYMENT

Payment of First Installment or Deposit:

Cash Debit Card Cheque
 Money Order Visa MasterCard

Cardholder Name: _____

Card Number: _____

Expiry Date: _____

Signature: _____

Payment of Future Installments or Balance:

Cheque _____
POST-DATED CHEQUE #S
 Visa
 MasterCard

Process the balance of my fees on my credit card on the following date(s):

DD/MM/YY AND DD/MM/YY

Signature: _____

POLICIES AND PROCEDURES FOR PAYMENT FEES

I. WEEKLY LESSONS – SUMMERSIDE AND CHARLOTTETOWN

A. Payment of Fees

- i. A student who registers for a weekly lesson in either of the Summerside or Charlottetown teaching locations will commence study in September and conclude in June.
- ii. The annual fee is based on an average of thirty-five (35) classes taught during the normal period of study multiplied by the applicable fee per class.
- iii. Tuition may be paid using one of the following two methods:
 - a. Payment in full upon registering will qualify for a 5% discount.
 - b. Tuition may also be paid in three equal installments. The first installment is due upon registration. The second and third installments are due January 1 and April 1.

Note: Payments may be made by cash, Interac, Visa, MasterCard or personal cheque. Cheques must be made payable to "The College of Piping". If method B is selected, post dated cheques must be dated January 1 and April 1 or credit card details must be recorded on the student registration form at the time of registration. Installments will be processed on January 1 and April 1. Credit card receipts may be picked up within 30 days.

- iv. The College will not reserve space for a student until a signed enrollment form and payment have been received.
- v. Returned N.S.F. cheques will be subject to a \$30 service charge and all cheque writing privileges will be revoked.
- vi. Once registered, if a student withdraws from the program for any reason during the agreed period of study, no refund will be issued.

B. Reconciliation of Student Accounts

- i. If there are less than the scheduled 35 classes taught between the agreed period of study, September through June, the student will be issued a credit in July which may be used against next year's tuition, or reimbursed by cheque if requested.
- ii. If there are more than the scheduled 35 classes taught between the agreed period of study, September through June, the student is to make payment to The College of Piping for the extra classes received. The student will be invoiced for the extra classes no later than the second week in July. Payments must be received within 30 days of invoice date. A service charge of 2% will be charged on late accounts and students will not be considered for re-enrollment until the account is paid in full.

C. Cancellation of Classes

- i. Instructors submit monthly attendance records to The College registrar. The registrar's office will make the reconciliation in July and send a final statement. Any questions or concerns are to be brought to the registrar's attention within 30 days following receipt of the final statement.
- ii. If the instructor cancels a class, students will not be charged for these lessons. Students will be charged for any class that they miss due to illness or any other personal reason.
- iii. From time to time, an instructor may have a qualified substitute teacher in his or her place. All regular policies and fees apply during these circumstances.
- iv. **If classes are cancelled due to unfit weather conditions, announcements will be made on CBC Charlottetown (96.1), CFCY 630 (AM) and Magic 93 (FM). Students will not be charged for these lessons. It is the responsibility of the student, parent or guardian to listen for these announcements and/or go to "collegeofpiping.com".**
 - a. **Decisions on cancellations, closure, etc. are made independently of other educational institutions.**
- v. The College reserves the right to terminate or refuse tuition of any student if, in the College's opinion, it is in the best interests of The College and/or the student.
- vi. Students will not be considered for September enrollment until all prior balances are paid in full.

D. Tuition Fee and Payment Installment Schedule

i. Piping and Drumming

CLASS DURATION	CLASS TYPE	FEE/CLASS	FEE/ANNUM	EACH OF 3 INSTALLMENTS
60 Minutes	group (3+)	\$12.50	\$437.50	\$145.33
60 Minutes	semi-private (2)	\$15.00	\$525.00	\$175.00
30 Minutes	private	\$15.00	\$525.00	\$175.00

ii. Highland Dancing

CLASS DURATION	CLASS TYPE	FEE/CLASS	FEE/ANNUM	EACH OF 3 INSTALLMENTS
60 Minutes	group (3+)	\$10.00	\$350.00	\$116.67
45 Minutes	group (3+)	\$8.50	\$297.50	\$99.17
30 Minutes	group (4-6 Yrs)	\$6.50	\$227.50	\$75.83
30 Minutes	private	\$15.00	\$525.00	\$175.00

iii. Step Dancing

CLASS DURATION	CLASS TYPE	FEE/CLASS	FEE/ANNUM	EACH OF 3 INSTALLMENTS
60 Minutes	group (3+)	\$9.00	\$315.00	\$105.00
45 Minutes	group (3+)	\$8.00	\$280.00	\$93.33
30 Minutes	group (3+)	\$6.50	\$227.50	\$75.83
30 Minutes	private	\$15.00	\$525.00	\$175.00

iv. Fiddle

CLASS DURATION	CLASS TYPE	FEE/CLASS	FEE/ANNUM	EACH OF 3 INSTALLMENTS
60 Minutes	group (3+)	\$12.50	\$437.50	\$145.33
60 Minutes	semi-private (2)	\$15.00	\$525.00	\$175.00
30 Minutes	private	\$15.00	\$525.00	\$175.00

10% Discount when 3 or more family members register.

II. SUMMER SCHOOL AND WORKSHOPS

A. \$450.00 per student, per five day session

B. Custom workshops can be scheduled by the Director. Fees will vary, depending on the sessions.

C. Policies and Procedures

- i. A non-refundable deposit of \$50.00 is required with a completed application form within 14 days prior to the commencement of the session.
- ii. The balance of the tuition must be paid in full in advance of the first day of the session.
- iii. The number of students accepted for Summer School and Workshop sessions are limited. Students are accepted on a first-come, first-serve basis.
- iv. Space will not be reserved for a student until the completed application form and deposit is received by The College registrar.
- v. The above policies will apply to other sessions or workshops which may be offered throughout the year.

III. INTERNSHIP PROGRAM

A. Application Procedure

- i. Perspective students are required to complete an application form, submit a biographical sketch, and provide two letters of reference.
- ii. After all information is received, the Director of The College will conduct a telephone interview with the applicant.
- iii. Students will be notified within two weeks of the interview if they have been accepted.

B. Tuition Fee

- i. Tuition is \$2,000 (Canadian Funds) for each twelve-week term. Most internship students choose to study for three terms commencing in September and concluding in June.
- ii. The letter of acceptance will confirm start and completion dates.
- iii. Once a letter of acceptance into the program is received by the student, a \$500 tuition deposit is required within 10 days.
- iv. Full tuition must be paid in advance of the commencement of each term.
- v. Once the term has begun, tuition is non-refundable.
- vi. The student must agree to and sign the program guidelines established by The College before he or she is accepted into the program.

C. Accommodation – On-campus

- i. Internship students applying to live on-campus must be 18 years or older when the internship commences. Single-room, on-campus housing is available for internship students at \$350.00 per month due at the beginning of each month.
- ii. Kitchen facilities, bathroom, and common room are shared.
- iii. From time to time, accommodation is at a premium. An internship student may be required to share their room during the summer school and/or workshop weeks.
- iv. Students are responsible for their own cleaning, bed linen, towels, laundering, and telephone.
- v. Laundry facilities are available on campus.

IV. ACCOMMODATION – ON-CAMPUS RESIDENCE

A. Weekly Rates – during Summer Schools or Workshops

- i. Private and/or Semi-private – \$300.00/week/person.

B. Policies and Procedures

- i. Fees must be paid in full in advance of the first day of the session commencing.
- ii. Students are required to adhere to Rules and Regulations established by The College. This list will be mailed to students applying for on-campus housing. This must be signed and returned to The College six weeks prior to the student's arrival.
- iii. If it is determined, at any time during a student's stay in residence, that the student has failed to comply with all of the conditions, they will be required to leave residence immediately.

V. THE REGISTRAR'S OFFICE

A. Enrollment forms are available from The College registrar or may be picked up in The College's Main Office.

B. Regular business hours for the registrar's office are Monday to Friday, 9:00 A.M. to 5:00 P.M.

C. Students may register in person, mail or online.

D. A student's name will only appear on an instructor's schedule after the registrar has notified the instructor that the student's account is in good standing.

Note: All fees are in Canadian Funds