

RIEKES CENTER CREATIVE ARTS APPLICATION

3455 Edison Way Menlo Park, Ca 94025 main: 650.364.2509 fax: 650.261.6006

Student Name: _____

Date: _____

Admissions Information:

Student Status: (please check the appropriate box)

New Student Returning Student Date last active _____ Program _____

What programs are you applying for? (PROGRAM LIST ON NEXT PAGE)

Program: _____ Instrument: _____ Start Date: _____

Program: _____ Instrument: _____ Start Date: _____

When are you available? Day1 _____ Time _____ Day2 _____ Time _____ Other _____

Goals and Interests:

1. What are your goals in your area of interest? "I will be satisfied when...."
2. Do you have any previous experience? Tell us about it...
3. Name a few of your favorite artists & artistic influences

Has any of your information changed? If so please fill in any changes below:

Student Information:

School: _____

Student Email: _____

Student Cell Phone: (____)____-____ Grade: _____

Family Information:

Parent/Guardian: _____ Home Phone: (____)____-____

Parent/Guardian: _____ Cell Phone: (____)____-____

Address: _____ Work Phone: (____)____-____

City: _____ Zip: _____ Emergency Contact: _____

Primary Email: _____ Emergency Phone: (____)____-____

Immediate Family Currently or Previously Attending: _____

RIEKES CENTER MUSIC PROGRAM CONTRACT

STUDENT NAME: _____

Please select the appropriate program from the list below (check only one):

PRIVATE LESSONS - MUSIC

- | | |
|---|------------------------------|
| <input type="checkbox"/> Weekly Private Lessons - 30min | <u>Standard</u> \$150/mth |
| <input type="checkbox"/> Weekly Private Lessons - 45min | \$215/mth |
| <input type="checkbox"/> Weekly Private Lessons - 60min | \$280/mth |
| <input type="checkbox"/> Recording Sessions | \$65/hr |

BAND CLASS PACKAGE - MUSIC

- | | |
|---|-----------------------------|
| <input type="checkbox"/> Band Class Only | <u>Standard</u> \$90/mth |
| <input type="checkbox"/> Band Class Package - 45 min lesson | \$285/mth |
| <input type="checkbox"/> Band Class Package - 60 min lesson | \$350/mth |

*please note - 30min Weekly Private Lessons are not eligible for the Band Class Package

PRIVATE LESSONS - VISUAL ARTS

- | | |
|--|------------------------------|
| <input type="checkbox"/> Video Lessons | <u>Standard</u> \$280/mth |
| <input type="checkbox"/> Art Lessons | \$280/mth |
| <input type="checkbox"/> Photography Lessons | \$65/hr |

RIEKES CENTER MUSIC PROGRAM POLICIES

The following changes apply to all ongoing Music Programs at the Riekes Center. Programs affected include: Private Lessons, Band Class, and Weekly Music Workshops.

1. Programs are invoiced on a monthly basis, in advance of each month. Auto Credit Card users will be charged on or around the 1st of each month. To discontinue services, provide the Riekes Center with written notice, 30 days in advance.
2. Programs include 1 session per week at a regularly scheduled time, with a regular instructor. If an instructor is unavailable for a regular session, a qualified substitute will be provided. If a substitute cannot be provided, the Riekes Center will credit the appropriate amount to the student's account.
3. Students may reschedule private "make-up sessions" with an instructor with at least 48 hours notice, subject to the instructor's availability. Sessions canceled with less than 48 hours notice may not be rescheduled. Exceptions will be made in the case of illness and emergency. Band Class and Workshop sessions are not made-up or credited due to a student's lack of attendance.
4. The Riekes Center does *not* pro-rate or refund for vacations or holidays. Students are welcome to schedule make-up sessions with their instructor, subject to availability.
5. Make-up sessions are tracked by the instructor and may be scheduled up to 60 days after the date of the original session. Make-up sessions expire when a student goes inactive.
6. Tuition may be pro-rated in the event that the Riekes Center is closed for an extended period of time.

PLEASE READ AND SIGN THIS DOCUMENT

PLEASE PRINT

NAME OF STUDENT _____

| PROGRAM | PROGRAM FEE | BILLING CYCLE | START DATE |
|------------------|--------------------|------------------------------|-------------------|
| _____ | _____ | Monthly*/Session/Once | _____ |
| _____ | _____ | Monthly*/Session/Once | _____ |
| _____ | _____ | Monthly*/Session/Once | _____ |
| Admin Fee | _____ | Billed Once | _____ |

*For Programs with Month to Month Billing -

If you wish to discontinue this plan, you must notify the Center in writing by the 25th of the month preceding the month of discontinuation (e.g. to discontinue as of July 1, you must notify the Riekes Center by June 25) in order to not be charged for the following month.

Please Circle Payment Method:

Credit Card

Same Credit Card on File

Check

Cash

Credit Card Information

Credit Card Number: - - -

Exp. Date: _____ / _____ CVC Code (3 digit security code): _____
 Month Year

Name on Card: _____
 Please Print

Billing Address:

 Street (1)

 Street (2)

 City State Zip

Telephone: (____) _____
 Home Work Cell

Alt. Telephone: (____) _____
 Home Work Cell

E-mail: _____

Signature: _____

Reviewed by: _____