

# Checklist for Returning Students

- Double-check your assigned lesson time(s). Please call and speak with our scheduling coordinator, Rei Peterson, if you have any questions or concerns. 503.690.3505
- Current Students who will be carrying over into Spring Semester 2010, your deadline for registration to keep your current day/time/teacher is **January 29th, 2010 by 6:45pm.** TUITION DUE UPON REGISTRATION: You may pay in FULL or in TWO PAYMENTS. At least half of the tuition cost is due upon registration. The second half of tuition is due on or by April 2<sup>nd</sup>, 2010 at 6:45pm. LATE FEE: If your bill is not paid by 6:45pm on April 2nd, a late fee of \$35 per week will be issued.
- Read thoroughly the 2009/2010 Studio Policy. This policy is good for both Fall and Spring Semesters.
- ✎ Sign the Studio Policy Receipt Form / Blog Release. Lessons will not commence until this form is signed and turned in. The second half of the form concerns our new Forte Student Blog: [www.fortestudentmusic.com](http://www.fortestudentmusic.com). The Studio Policy and Blog release are very similar to what they have been in the past, however we are required to get a new signature once a year to keep our records up to date.
- Review the Master Calendar and Elective Classes. We have a lot of amazing events, concerts, recitals and elective classes offered this coming year. If you would like to sign up for any of these, please give us a call.
- Please review your Name, Address, Phone Number, and Email. If there is an error in our paperwork, please let us know.
- ✎ Mail or bring in all necessary forms and payment.

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✎ = Indicates a form which needs to be filled out and returned to us.

