



(PRIVATE LESSONS) REGISTRATION HELP GUIDE/PROCEDURES

REGISTRATION PROCEDURES

Registration for current students for the upcoming season will begin in **February/March** of each year while registration for new students will commence in **March/April** and continue on a rolling enrollment basis until all spots are full.

Registration Procedures:

- Registration will be completed online via our website and/or provided link.
- Registration fees may be made by a major credit card or by check. If paying registration fees by check, registrants will need to submit the check to the Admissions Office within 2 days of registering online to keep their place in the line-up to be placed on the schedule. If the check is not received within this time, the registration will be taken from the line-up as incomplete until the check is submitted. In this case, the registration will be placed on the bottom of the line-up once the check is received.
- Registration will be processed on a “first received first processed” basis. The sooner your registration is received and processed the sooner you will be placed on the schedule as to increase your chances of being assigned your **preferred day, time, and instructor**.
- When registration is complete and processed, you will be placed on the schedule.
- Current students who take advantage of “Early Registration” in February/March may still have the opportunity to adjust their schedule preference for the upcoming season by submitting their request to the office **by July 15th. (based on availability)**

REGISTRATION FEES (NEW STUDENTS)- \$375

- \$100- Yearly Registration Fee
- \$125- Yearly Music & Materials Deposit (add \$50 per additional concentration)
 - Includes Studio Bag & 3 Ring Lesson Binder
 - Used throughout the season to subtract expenses such as curriculum books, music purchased, and required materials.
- \$150- Tuition Deposit
 - Applied back to student's accounts based on the tuition payment option selected for the season.
 - **Full Year Payment Option-** Entire \$150 Applied to the first invoice.
 - **2 Split Payments Option-** \$75 Applied to Fall Semester & \$75 Applied to Spring Semester
 - **Monthly Installments Option-** Applied in Installments based on months remaining on contract.

REGISTRATION FEES (RETUNING STUDENTS)- \$325

- \$100- Yearly Registration Fee
- \$75- Yearly Music & Materials Deposit (add \$50 per additional concentration)
 - Returning students who require a new studio binder or studio bag will be billed separately.
 - Used throughout the season to subtract expenses such as curriculum books, music purchased, and required materials.
- \$150- Tuition Deposit
 - Applied back to student's accounts based on the tuition payment option selected for the season.
 - **Full Year Payment Option-** Entire \$150 Applied to the first invoice.
 - **2 Split Payments Option-** \$75 Applied to Fall Semester & \$75 Applied to Spring Semester
 - **Monthly Installments Option-** Applied in Installments based on months remaining on contract.

TUITION FEES (32 Lessons per Year/16 Lessons per Semester)

\$195/month per concentration (acting, piano, voice).

- Adding 15 minutes to weekly lessons (\$50/month per every 15-minute increment added)

TUITION PAYMENT OPTIONS

- **Payment Option A-** Payment in one lump sum.
- **Payment Option B-** 2 Split Payments
- **Payment Option C-** Auto Monthly Installments processed **via THRYV** our in-house billing system.

MASTER INSTRUCTOR FEE

Private Instructors whose credentials (education, experience, accomplishments, certifications etc.) are above and beyond the standards of most ordinary instructors will be entitled to an additional \$95 Master Instructor Fee per month for the first concentration and \$50 per month for any additional concentrations. Master Teachers are approved by the Lopez Studios, Inc. Board of Directors and are considered “certified” under the Lopez Studios, Inc. Program. **Master Instructors: Mr. Victor Lopez**

DISCOUNTS/INCENTIVE CREDITS

All offered discounts and incentive credits will be applied to student accounts based on the tuition payment option selected for the season.

**WELCOME TO LOPEZ STUDIOS, INC.
GO BLUE!**



Lopez Studios Inc.