

Preparatory Division Application for Spring 2014 Admission

Applications for the spring will be accepted, to the extent possible, for a fee of \$75 (payable to The New School) Application Deadline: December 13, 2013

Application fees are non-refundable.

Applications without the application fee will not be processed.

Please print and mail this application to:

Mannes Preparatory Division

150 West 85th Street New York, NY 10024

(212) 580-0210, ext. 4841

www.newschool.edu/mannes/prep

Final Spring 2014 audition date TBA early January via email after the full application is received.

An audition/interview is require	ed for each new student and a theory placement test may be required.
Applicant's Name	M F Birth Date
Address	
City	State ZIP Code
Home Telephone	E-mail Address
Current Day School	Grade (as of September 2013)
Student Email	Student Cell
Primary Guardian:	Secondary Guardian:
Mr. / Ms	Mr. / Ms
Occupation	Occupation
Place of Work	Place of Work
Business/Cell Phone	Business/Cell Phone
	Email P teachers? length of study?) Please see our website for curriculum and course descriptions)
Previous Music Study (instruments? voices What do you wish to study at Mannes? (P Program for the Very Young (Pre-K/K)	P teachers? length of study?) Please see our website for curriculum and course descriptions) Junior Program (Grades 1-4)
Previous Music Study (instruments? voices What do you wish to study at Mannes? (P Program for the Very Young (Pre-K/K) _ Pre-Senior Program (Grades 5-8)	P teachers? length of study?) Please see our website for curriculum and course descriptions) Junior Program (Grades 1-4) Senior Program (Grades 9-12)
Previous Music Study (instruments? voices What do you wish to study at Mannes? (P Program for the Very Young (Pre-K/K) _ Pre-Senior Program (Grades 5-8)	P teachers? length of study?) Please see our website for curriculum and course descriptions) Junior Program (Grades 1-4)
Previous Music Study (instruments? voice? What do you wish to study at Mannes? (P Program for the Very Young (Pre-K/K) _ Pre-Senior Program (Grades 5-8) Major Instrument:	P teachers? length of study?)
Previous Music Study (instruments? voices What do you wish to study at Mannes? (P Program for the Very Young (Pre-K/K) _ Pre-Senior Program (Grades 5-8) Major Instrument: Additional Courses/Electives:	P teachers? length of study?)
Previous Music Study (instruments? voices What do you wish to study at Mannes? (P Program for the Very Young (Pre-K/K) _ Pre-Senior Program (Grades 5-8) Major Instrument: Additional Courses/Electives: Schedule Availability (please provide as musical process)	Pteachers? length of study?)
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Financial Aid

Financial aid is awarded on the basis of demonstrated need. To apply for financial aid, please complete the form available online at www.newschool.edu/mannes/preparatory. (Click on "Apply" and then "Tuition and Fees"). Students applying for financial aid must submit the Financial Aid Form with this application.

Tuition Payment Policy

Once enrolled, tuition must be paid in full, or a payment plan set up, by the required deadline prior to the start of classes and lessons. For payment options, please visit www.newschool.edu/mannes/preparatory and click on "How to Pay Tuition."

Withdrawal Policy

If a student withdraws from the program, parents must give written notice to the Preparatory Division, indicating the reason for the withdrawal. This should be sent by mail to:

Mannes College of Music Preparatory Division 150 West 85th Street New York, NY 10024

or by email to: mannesprep@newschool.edu

Until this withdrawal notification is received in writing, tuition charges remain in effect and parents will be billed for the full fee.

If notification is received before the student's first week of class attendance, the student is responsible only for the non-refundable \$200 tuition deposit. No further tuition is charged.

After the semester begins, **upon the Division's receipt of written notice of withdrawal,** tuition refunds will be made according to the following schedule:

After subtraction of the non-refundable \$200 deposit, percentage of the remainder of tuition refunded:
90%
80%
70%
60%
0%

Make-Up Lessons

There are no refunds for student absences. If a teacher is absent from a private lesson or class, the lesson or class will be made up.

Teachers are not required to make up lessons or classes missed by students. However, at the discretion of the instructor, one private lesson may be made up during each semester, provided that notice of the absence has been given at least one day before the scheduled lesson.

If a student cancels a make-up lesson, it will not be re-scheduled; the lesson is considered to be made up.

I have read and understand the school's policies regarding tuition payment, withdrawal, and make-up lessons, as stated above. I understand that the school requires regular and punctual attendance at all classes, lessons, and rehearsals, and that excessive absence may result in loss of financial aid or dismissal. I have included my non-refundable application fee.

Signature of Parent:	Date	3
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