Mannes PREP
MANNES COLLEGE THE NEW SCHOOL FOR MUSIC

Preparatory Division Application for Fall 2014 Admission

Application Deadline: April 15, 2014
Application Fee by March 15, 2014: $50
Late Application Fee after March 15, 2014: $75
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/preparatory

Tentative 2014 Audition dates:
May 31 - strings, guitar, piano & Program for the Very Young | **June 1** - voice, winds, brass, percussion & composition

An audition/interview is required 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 2014) _____

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_____	Email_____

Previous Music Study (instruments? voice? teachers? length of study?)_____

_____

What do you wish to study at Mannes? (Please see our website for curriculum and course descriptions)

Program for the Very Young (Pre-K/K) _____ Junior Program (Grades 1-4) _____

Pre-Senior Program (Grades 5-8) _____ Senior Program (Grades 9-12) _____

Major Instrument: _____ Teacher Preference (optional) _____
If no specific teacher is requested, a teacher will be assigned by the school.

Additional Courses/Electives: _____

Schedule Availability (please provide as much information as possible regarding weekdays 3-7 and all day Saturday)

_____

Any medical consideration of which the school should be aware _____

How did you hear about Mannes Prep?_____

Important: Please read, print, and sign page 2 of this application.

For Preparatory Division use only. Please do not write below this line._____

Registration use only:
$_____
Term: _____
Registered:
Date _____
Initial_____

CRNs: _____
_____
_____
_____
_____

ID#_____

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:

Notification received after:	***After subtraction of the non-refundable $200 deposit, percentage of the remainder of tuition refunded:***
1st week of class attendance	90%
2nd consecutive week of class attendance	80%
3rd consecutive week of class attendance	70%
4th consecutive week of class attendance	60%
5th consecutive week of class attendance	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_____