

# Registration Instructions and Payment Options

Due to the variety of programs and camps that can start and finish outside of the regular summer session dates, students need to review individual camp and course listings for full details.

## Online Registration

If you are a prospective Preparatory family or student, you can request information online and view a complete list of courses at: [www.peabody.jhu.edu/register](http://www.peabody.jhu.edu/register). To register from this page, click *Register Now*.

If you are a continuing student and have not previously used ISIS and do not have a JHED ID, contact the Registrar's Office by email at [prep\\_registrar@peabody.jhu.edu](mailto:prep_registrar@peabody.jhu.edu) or by phone at 410-234-4634/4635.

If you have a JHED/ISIS ID, you can go directly to ISIS at: <https://isis.jhu.edu/sswf> or from the Preparatory website at [www.peabody.jhu.edu/register](http://www.peabody.jhu.edu/register). Click *Continuing Students* link to register.

**Fax:** 410-659-8281

**Mail:** 21 East Mount Vernon Place, Baltimore, MD 21202

**In Person:** 17 East Mount Vernon Place, Baltimore, MD 21202

## Individual Instruction

To register for individual instruction (an independent study) by instrument, please see each department's course offerings online at: [www.peabody.jhu.edu/register](http://www.peabody.jhu.edu/register). You will find a complete list of course codes by instrument and length of lesson to assist in completing the online or paper registration form.

New students registering online or using the paper form will leave the instructor information blank and will be contacted by the Registrar's Office to confirm a placement interview with a faculty member. Upon receipt of your registration and payment in full, new students will be contacted to schedule any necessary placement interviews. Should a placement be unobtainable, a full refund will be issued.

Continuing students will enter their current instructor both online and on the paper form when enrolling for an individual instruction (independent study).

## Group Instruction

When registering online, please select the course/lesson for which you would like to enroll. You will need to enter the ten-character course code as follows:

EXAMPLE: **PP. 200.133 02**

Peabody Preparatory      Department Code      Instrument or Level Identifier      Space      Section Code (if applicable)

Select and save your course offerings, apply payment, and print a confirmation. If you are using the paper form process, you will need to complete the course information on the form, select the payment option, and make full payment at the time of registration. The Registrar's

Office will complete the enrollment process and print a confirmation.

Before registering for dance classes, new students must attend a placement class to determine their readiness for formal instruction. If a placement is received, the Dance Department will issue a placement slip. The slip will need to be forwarded to the Registrar's Office in order to complete the registration process. For more information and to schedule a placement interview, contact the Peabody Dance Department at 410-234-4626, or via the website: [www.peabody.jhu.edu/dance](http://www.peabody.jhu.edu/dance).

## Wait Lists

Students placed on a wait list for any course will be contacted by the Registrars only if an opening occurs prior to the first class meeting of the course. Students should not participate in a class unless officially registered.

## Application Deadlines

Students need to review camps and course listings to verify registration dates, which may not conform to the rest of the regular summer session schedule. An increased tuition fee may apply for certain camps after the application deadline "due date". We do not prorate tuition for late registration.

## Administrative Fees

Late Payment Fee: \$35 (applies to payments postmarked after a billing due date)

Returned Check/Declined Credit Card Fee: \$30

ID Card Replacement Fee: \$25

Transcripts Request Fee: \$10 per request (must be submitted in writing to the Registrar)

## Summer Scholarships

A limited number of partial scholarships are available to dance students ages 10 and up for intensive multi-week study.

## Payment Options

Full payment is required at the time of registration. The Peabody Preparatory offers several payment options to pay for tuition and fees. Credit card (VISA, MasterCard, Discover, American Express), e-check, check, JHU tuition remission, and cash are acceptable forms of payment. Please make checks payable to the Peabody Preparatory and mail to P.O. Box 62347, Baltimore, MD 21264-2347. Please include student's name or ISIS ID number in memo portion of check.

## Tuition Remission (Johns Hopkins University Employees)

Johns Hopkins University full-time employees and their families are eligible for tuition remission credit. The amount of tuition remission credit is dependent on the policies of the division in which the employee works and the type of instruction desired. Reductions are calculated based on total tuition due. Visit the JHU Benefits website at [www.benefits.jhu.edu/tuition/remission.cfm](http://www.benefits.jhu.edu/tuition/remission.cfm) for additional information.

# SUMMER 2011 REGISTRATION/APPLICATION FORM

## Student Information

I am a *new* student to the Preparatory     I am a continuing student     Male     Female

Student Name \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (required for ISIS ID)    Ethnicity \_\_\_\_\_

## Billing Information (Parent or Guardian if student is under 18)    Mr.    Mrs.    Ms.    Miss    Dr.    Prof.

Name \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (required for ISIS)

Address \_\_\_\_\_ SS# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Phone (Please circle preferred method of contacting you)

Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

## Emergency Contact (Please circle preferred contact method)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

## Individual Instruction

If you are new to an instrument please write "needed" in the teacher field. Leave the day and time fields blank. Once we receive your form with full payment, we will contact you to arrange placement with a teacher.

Instrument One \_\_\_\_\_ Course Code \_\_\_\_\_ Teacher \_\_\_\_\_

Lesson Length: (*Circle One*) 30 minutes (\$267.00)    45 minutes (\$400.00)    60 minutes (\$534.00)

Day: \_\_\_\_\_ Time \_\_\_\_\_ Campus \_\_\_\_\_

Instrument Two \_\_\_\_\_ Course Code \_\_\_\_\_ Teacher \_\_\_\_\_

Lesson Length: (*Circle One*) 30 minutes (\$267.00)    45 minutes (\$400.0)    60 minutes (\$534.00)

Day: \_\_\_\_\_ Time \_\_\_\_\_ Campus \_\_\_\_\_

## Group Classes

If you are a new dance student, you must contact the Dance Dept. for placement at 410-234-4626, prior to registering. If registering for camps, either register online at the camp's webpage or complete the specific application form (see camp description for details).

Course # \_\_\_\_\_ Name \_\_\_\_\_ \$ \_\_\_\_\_

Course # \_\_\_\_\_ Name \_\_\_\_\_ \$ \_\_\_\_\_

Course # \_\_\_\_\_ Name \_\_\_\_\_ \$ \_\_\_\_\_

**Total Private Instruction Tuition**    \$ \_\_\_\_\_

**Total Group Class Instruction Tuition**    \$ \_\_\_\_\_

Carry this total to the payment calculation on the back page:    **Total Tuition due**    \$ \_\_\_\_\_

**Payment Calculation**

Semester Tuition Charge (total from the bottom of the previous page) .....+\$ \_\_\_\_\_

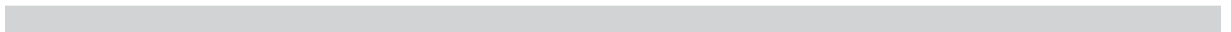
Preparatory Scholarship Fund Donation (optional, Thank You) .....+\$ \_\_\_\_\_

Tuition Remission (enclose voucher) .....-\$ ( \_\_\_\_\_ )

Dependent Group Classes (50%)  Dependent Private Inst (25%)  Employee Group Classes (80%)  Employee Private Inst (25%)

Scholarship .....-\$ ( \_\_\_\_\_ )

Total Payment Due .....=\$ \_\_\_\_\_



**Credit Card:**  Visa  MasterCard  Discover  American Express

Cardholder's Name (as on card) \_\_\_\_\_

Billing Address for Card \_\_\_\_\_

\_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Check (Payable to the Peabody Preparatory) Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

(All check payments must be mailed to P.O. Box 62347, Baltimore, MD 21264-2347. Please include student's name or ISIS ID number in memo portion of check)

**Total Payment Enclosed** (Credit Card, Check, Tuition Remission and/or Scholarship) \$ \_\_\_\_\_

I have enrolled in an elective class/lesson sponsored by the Peabody Preparatory of The Johns Hopkins University at Peabody locations or Peabody-sponsored activities to be held during Summer 2011. I understand that my participation may require extensive and rigorous physical exertion and activity, and that there are a wide variety of risks that could result in serious injury or death. I represent that I am covered throughout the program by a policy of comprehensive health and accident insurance, which provides coverage for illnesses or injuries I may sustain as a result of my participation in this class/lesson. I agree to assume all risks associated with my participation in this class/lesson, and I hereby release the Peabody Institute and The Johns Hopkins University and their representatives, agents, faculty and employees from any responsibility and liability for my injuries, illness, medical bills, charges, or other expenses I may incur through participation in this program.

I also agree to release and hold harmless the Peabody Institute, The Johns Hopkins University, and their representatives, agents, faculty and employees from any and all liability and damages or losses I may suffer to my person or my property or both, which arise out of or occur during my participation in this program, except if the danger or losses are caused by the gross negligence or willful misconduct of the agents or employees of the Peabody Institute.

I agree that this Waiver and Release is to be construed in accordance with the law of the State of Maryland, and that if any portion of this agreement is held invalid, the remainder of the agreement shall continue in full force and effect. I acknowledge that I have read this entire document, and that in exchange for the University's agreement to my participation in the program, I agree to its terms.

**Your signature indicates your agreement to the waiver listed above and all of our policies and procedures as outlined in our catalogs and on our website. Your registration cannot be processed without a signature.**

Student Signature (Guardian if student is under 18) \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Date Rec'd. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Payment Rec'd. \$ \_\_\_\_\_ CK # \_\_\_\_\_

Processed: \_\_\_\_\_ By \_\_\_\_\_

Contact: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Result \_\_\_\_\_