

Registration Instructions and Payment Options

Continuing students who register in the fall semester will now be required to re-register in ISIS for the same course/lessons for the following spring semester or the student may forfeit their placement with an assigned teacher or be moved to a wait list status should a class become full. A pre-registration period has been established to allow the student to complete this process. New students will be allowed to register for the spring semester beginning December 1. Continuing students will be notified by e-mail in advance of the pre-registration dates. Please mark your calendars.

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. 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 for assistance at prep_registrar@peabody.jhu.edu or by calling 410-234-4634/4635.

If you have a JHED ID, you can register online at www.peabody.jhu.edu/register (click on *Continuing Students* to register).

Fax: 410-659-8281

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

In Person: 17 East Mount Vernon Place, Baltimore

Individual Instruction

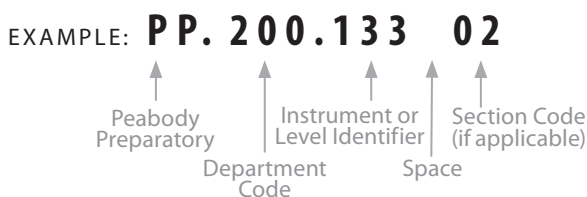
To register for individual instruction by instrument, please see each department's course offerings online at: www.peabody.jhu.edu/prep. You will find a complete list of course codes by instrument and length of lesson to assist in completing the online or paper registration form.

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 individual instruction.

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:



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 provide a confirmation receipt.

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 at: 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.

Late Registration Fee

Students need to review course listings to verify registration dates, which may not conform to the fall/spring semester schedule as a late registration fee may apply. Registrations received from continuing students after the start of the semester are considered late and a \$45.00 late registration fee may be assessed. If a student registers after the start of the semester, we do not prorate tuition for late registration.

Administrative Fees

Annual Registration Fee: \$50.00

Late Registration Fee: \$45 (applies to students who are not new to Peabody and are registering after the start of the semester)

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)

Scholarships

Music: The Preparatory awards partial scholarships based on talent, potential and need. Our funding for scholarships is limited so we have policies and criteria in place to determine who is eligible. For the most up to date information about requirements and deadlines, please visit our website at www.peabody.jhu.edu/prepscholarships.

Dance: Some scholarship assistance, for both continuing and new enrollees with previous experience, may be available for ballet and contemporary dance students taking a full schedule of classes. Current students, who are observed on an ongoing basis, need not audition, but must indicate the intent to apply for scholarship assistance by contacting the artistic director early in the previous season. Scholarship auditions for new enrollees will be announced or by scheduled appointment.

Payment Options

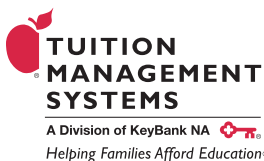
Full payment is required at the time of registration. The Peabody Preparatory offers several payment options to pay for tuition and fees. Credit card (VISA, MasterCard, Discover, American Express), e-check, check, JHU tuition remission, and cash are acceptable forms of payment. Please make checks payable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

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 for additional information.

JHU TUITION REMISSION FOR NON-CREDIT PERSONAL ENRICHMENT COURSES			
	Faculty/ Staff	Spouse	Child
Group Class	80%	50%	50%
Individual Lesson	25%	25%	25%

TMS Monthly Payment Plan



Tuition Management Systems's interest-free monthly payment plans allow you to spread Preparatory education expenses over smaller monthly installments, paid over the course of the school year. The cost is a \$50 enrollment fee per student per year, or \$35 per student for each semester. To take advantage of this program, simply complete the online Enrollment Worksheet on TMS's website: www.afford.com/JHUPrep. You may also print the sheet and mail it along with your enrollment fee (and any payments already due). You may also call them toll-free at 888-805-9817 to enroll, or if you need assistance with the online process.

Once you enroll, TMS will bill you for monthly payments as they come due, or you may arrange to have payments automatically deducted from your checking or statement savings account.

The Peabody Preparatory reserves the right to adjust a student's TMS amount to insure the plan amount covers the total charges owed to the Preparatory. If payment is not made in accordance with the payment schedule, TMS has the option to terminate the agreement and, if reinstated, a \$30 fee will be assessed.

TMS Monthly Payment Plan Options

Fall 2011 and Spring 2012

- 10 Payments: monthly July 1, 2011 to April 1, 2012
- 9 Payments: monthly August 1, 2011 to April 1, 2012
- 8 Payments: monthly September 1, 2011 to April 1, 2012

Fall 2011 Semester only

- 5 payments: monthly July 1 – November 1, 2011

Spring 2012 Semester only

- 5 payments: monthly December 1, 2011 – April 1, 2012

IMPORTANT REGISTRATION DATES

JULY 1-SEPTEMBER 6: Fall semester online, mail, in-person, and faxed registration

SEPTEMBER 6: Fall Semester deadline for Add/Drop request form to withdraw with full refund

SEPTEMBER 15: Web/Postmark deadline for Add/Drop request form to withdraw with 75% refund

SEPTEMBER 23: Web/Postmark deadline for Add/Drop request form to withdraw with 50% refund

SEPTEMBER 24: No refund for withdrawal

NOVEMBER 15-30: Continuing Student Spring semester early ISIS registration

DECEMBER 1-JANUARY 22: Spring Semester online, mail, in-person, and faxed registration

JANUARY 22: Spring Semester deadline for Add/Drop request form to withdraw with full refund

FEBRUARY 1: Web/Postmark deadline for Add/Drop request form to withdraw with 75% refund

FEBRUARY 9: Web/Postmark deadline for Add/Drop request form to withdraw with 50% refund

FEBRUARY 10: No refund for withdrawal

*Registration after the first day semesters begin may incur the \$45 late registration fee.

FALL 2011–SPRING 2012 REGISTRATION 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 _____

Account Holder/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 (Independent Study)

If you are new to an instrument please write "needed" in the teacher field (indicate campus preference). Leave the day and time fields blank. Once we receive your form with \$50 registration fee, you will be contacted to arrange placement with a teacher.

Instrument One _____ Course Code _____ Teacher _____

Lesson Length: (*Circle One*) 30 minutes (\$720) 45 minutes (\$1080) 60 minutes (\$1440) 90 minutes (\$2160)

Day: _____ Time _____ Campus _____

Instrument Two _____ Course Code _____ Teacher _____

Lesson Length: (*Circle One*) 30 minutes (\$720) 45 minutes (\$1080) 60 minutes (\$1440) 90 minutes (\$2160)

Day: _____ Time _____ Campus _____

Group Classes

New dance students must contact the Dance Department for placement prior to registering: 410-234-4626.

Course # _____ Name _____ \$ _____

Course # _____ Name _____ \$ _____

Course # _____ Name _____ \$ _____

Total Individual Instruction Tuition \$ _____

Total Group Class Instruction Tuition \$ _____

Carry this total to the payment calculation on the back page:

Total Tuition Due \$ _____

Payment Calculation

Registration Fee: (Non-refundable 2011-2012 academic year) \$ 50.00*

* this fee is waived for students registering for a one-day workshop only

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 Independent Study (25%) Employee Group Classes (80%) Employee Independent Study (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 Institute) Number _____ Total Amount \$ _____

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

TMS Monthly Payment Plan Contract Number _____

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 the 2011-2012 academic year. 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 _____