

# LAMUSArt

THE LOS ANGELES MUSIC & ART SCHOOL

## Audio Recording Proficiency 201 Application Package

Thank you for your interest in Audio Recording Proficiency 201, The Program held at the Los Angeles Music and Art School. You will find our program to be an engaging and hands- on fun-filled experience for you or your student.

The application process is as follows:

- Complete the attached Audio Recording Proficiency 201 Application.
- Sign the acknowledgement on the reverse side of the Audio Recording Proficiency 201 Course Application.
- Read the attached Fact Sheet carefully. The Fact Sheet details all of the important information regarding the program, the registration and payment process, and disciplinary procedures. You will receive a copy of the Fact Sheet for your records while your application is processed.
- Make an initial payment. Audio Recording Proficiency 201 is limited to eight (8) students per session. A space cannot be reserved until an initial payment is received.

If you are interested in applying for Financial Assistance, the process is as follows:

- Complete the attached Financial Assistance application.
- Provide all requested documents listed on the reverse side of your Financial Assistance application (i.e. tax returns, paycheck stubs, W-2 form, etc). Please note that your Financial Assistance application **will not be considered** unless you provide all information listed on the application.
- Financial assistance applications are accepted on a first come, first served basis. You will be notified by phone of our decision. Once approved, you may complete the registration process and pay the balance due. Installment payment fees will not apply for financial assistance recipients. Audio Recording Essentials 201 course reserves the right to provide financial assistance awards at its sole discretion. .

If you have any questions, please call us at 323.262.7734, email [stayintune@lamusart.org](mailto:stayintune@lamusart.org), or stop by our office Mondays through Thursdays from 2:00 pm to 8:00 pm or Saturdays from 8:00 am to 4:00 pm.

## Audio Recording Proficiency 201 Fact Sheet

### Program Schedule

Thursdays from 4:30pm – 7:30pm

March 30, 2017- June 8, 2017

Open to students: 15 & Older

### Check-In and Pick-Up

Students must be picked up no later than 8:00pm.

### Tuition & Fees

1. Registration applications will be accepted on a first come, first served basis. A maximum of 8 students will be enrolled in each session.
2. Tuition is \$850 per session. No discounts are given on tuition or other fees.  
The cost for Recording Essentials 201 can be paid in two ways:
  1. In full at the time of registration. Cash, checks, money orders, Mastercard and Visa are accepted.
  2. Through our new payment plan outlined below.
    - \$300 due at the time of Registration
    - \$300 due on the 1<sup>st</sup> of the second month of instruction
    - \$250 due on 1<sup>st</sup> of the third month of instruction

\*Initial \$300 payment is a non-refundable registration & commitment fee.
3. A limited amount of financial assistance is available for qualifying students. Financial assistance applications may be obtained at the LAMusArt front office. Families are responsible for paying any balances not covered by financial assistance awards.

### Disciplinary Procedures

Students are expected to follow all directions given by teachers and to fully participate in the program. A first infraction of the rules will result in a time out. A second infraction will result in the removal of the student from class and a phone call to a parent/guardian by the Instructor. The third infraction will result in a call to parent/guardian in order for the student to be picked up and or asked not to return. Refunds are not given for student unable to participate in classes because of disciplinary problems.

**Students over the age of 18 or Parent/Guardian, please read carefully, sign, and return with your application.**

Student Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date: \_\_\_\_\_