**VanderCook Spring 2014 MECA Course Registration Form**

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<th>Name (First, Middle Initial, Last)</th>
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<tr>
<td><strong>Home Address</strong></td>
<td><strong>City</strong></td>
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<tr>
<td><strong>Home Phone</strong></td>
<td><strong>Work Phone</strong></td>
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<tr>
<td><strong>School Name</strong></td>
<td><strong>School Address</strong></td>
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<td><strong>Major Instrument or Voice</strong></td>
<td><strong>First Name as You Would Like It to Appear on Your Name Tag</strong></td>
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<td><strong>E-mail Address</strong></td>
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Have you earned credit through VanderCook before? □ Yes □ No

**If YES**, are you currently enrolled in the VanderCook MMEd program? □ Yes □ No

**If NO**, please complete the following:
- Degrees earned: □ BMEd □ MMEd □ Doctoral Degree

**Degree of Major(s)**
**Name(s) of Graduating College(s)**

A degree in music or music education is required. Any exceptions must be approved by Rick Palese, director of professional and continuing education.

**Enrollment**
I wish to enroll in the following course(s). I am enclosing the appropriate payment for each course.

<table>
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<tr>
<th>Course Number</th>
<th>Title</th>
<th>Tuition</th>
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= SUBTOTAL

- LESS DEPOSIT

= TUITION BALANCE DUE

**Method of Payment**

□ Check or Money Order payable to VanderCook College of Music

□ Visa, Discover or MasterCard (circle one)

Select one: □ Charge only the $_____ deposit □ Charge the entire course tuition to my credit card

**Signature**
**Date**

**Tuition:** The tuition for each course is listed with the course description in this brochure. VanderCook accepts Visa, Discover and MasterCard.

**Registration:** Completed course registration forms must be accompanied by a non-refundable deposit, unless full tuition is due at registration (see course description). Registration with credit card payments accepted online, by fax (312.225.5211) or phone (312.225.6288).

**Fees:** All resource fees are included in course tuition.

**Auditing:** Any course may be audited for no credit. There is no tuition discount for auditing.

**Photography:** By signing above, you agree that photographs and/or video taken of you during your participation in the MECA program may be used by VanderCook for promotional purposes.

**Cancellations:** Refunds of tuition, less the non-refundable deposit, may be requested up to 12:00 p.m. CST on the Friday prior to the beginning of the course. Students canceling enrollment in a weekend or retrospective course will be refunded their tuition less $25. Students canceling enrollment in online MECa or Band Instrument Repair courses will receive a refund less $125. VanderCook reserves the right to cancel any course due to insufficient enrollment, in which case all deposits will be refunded.

**Transit:** Parking is available in the nearby IIT Visitors Pay Lot A4, located on State Street just south of 31st Street, or Lot B5 just south of the VanderCook building. Free parking is available on Sundays in IIT Permit Lot B4 in front of VanderCook’s 3140 building. The CTA Green and Red Lines both stop at 35th Street. Each station is just a short walk from VanderCook.

**Registration**

Online: www.vandercook.edu
Fax: 312.225.5211
Phone: 312.225.6288

Visa, Discover or MasterCard payment is required for online, fax or phone registration. Completed registration forms may also be mailed to:

VanderCook College of Music
Spring 2014 MECA Registration
3140 S. Federal Street
Chicago, IL 60616-3731