



The Frances Clark Center for Keyboard Pedagogy

Summer Seminars for Piano Teachers 2014 Registration Form

SMU Institute for Piano Teachers
The Creative Piano Teacher
July 8-11
Dallas, Texas

The New School for Music Study
Practical Piano Pedagogy
August 7-9
Kingston, New Jersey

Please check the seminar for which you wish to register:

SMU Institute for Piano Teachers: *The Creative Piano Teacher* (Dallas TX, July 8-11)

New School for Music Study: *Practical Piano Pedagogy* (Kingston NJ, August 9-11)

Personal Information (* = required field)

*Name _____ *Email _____

*Address _____

*City _____ *State _____ *Zip _____

*Country _____ *Phone _____

*In an emergency, please notify (name and phone) _____

Special Needs _____

Payment Information

Personal checks are accepted at both sites by regular mail. Online or fax registrations require Master Card or Visa information.

Payment Information (cont)

• **SMU Institute for Piano Teachers: *The Creative Piano Teacher* (Dallas TX, July 8-11)**

Tuition before May 1: \$275
Tuition on or after May 1: \$325

• **New School for Music Study: *Practical Piano Pedagogy* (Kingston NJ, August 7-9)**

Please check the category in which you wish to register:

- Tuition: \$200
- Tuition for full-time students: \$150

Please check your method of payment.

My check for \$_____ is enclosed.

Please charge my credit card (circle one): Master Card Visa

*Credit Card Number _____ *Exp. Date _____

*Name on card _____ *Security Code _____

*Exact Billing Address _____

*City _____ *State ____ *Zip _____

*Signature Authorizing Payment _____

Registration by Mail

If using regular mail for *The Creative Piano Teacher*, send your completed registration form and method of payment to:

SMU Division of Music
Institute for Piano Teachers
P.O. Box 750356
Dallas, TX 75275-0356
Attn: Julie Scott

If using regular mail for *Practical Piano Pedagogy*, send your completed registration form and method of payment to:

The New School for Music Study
P.O. Box 360
Kingston, NJ 08528
Attn: Rebecca Pennington

Confirmation

You will receive a confirmation of your registration and conference updates by email.

PRIVACY AND REGISTRATION POLICY

We respect and are committed to protecting your privacy. We may collect personally identifiable information when you visit our site. We also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page(s) you visited. We will not sell or disclose your personally identifiable information to anyone.

It is important to note that your credit card is not processed automatically. As soon as your charge has been approved by your service provider, your personal and credit card information will be deleted securely from our server.

When you register online, you should expect to receive an email message that will include a confirmation of your registration within two days. If you do not receive this confirmation, please send an email to: info@francesclarkcenter.org

To assist in your ability to properly receive email communications from SMU Institute for Piano Teachers/The Frances Clark Center, please take a moment to add the following addresses to your email address book: info@francesclarkcenter.org

SECURITY POLICY

Your payment and personal information are always safe. Our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the Internet.

CANCELLATION AND REFUND POLICY

A \$50 processing fee will be retained upon cancellation. No refunds will be given five business days prior either seminar or later.

All refunds that fall within the cancellation policy will be provided as a chargeback credit to the credit card used at the time of purchase within ten (10) business days upon receipt of your written cancellation notice.

CONTACT INFORMATION REGARDING ONLINE REGISTRATION

Call the Seminar Registrar, Maggie Zullinger, toll-free at 800.824.5087 or email her at: info@francesclarkcenter.org

You may call the SMU Division of Music Office at 214-768-1951 with questions about the SMU Institute or The New School for Music Study office at 609-921-2900 with questions about *Practical Piano Pedagogy*.

Graduate Credit

If you are interested in one or two hours of **graduate credit at SMU only**, please contact Sam Holland (sholland@smu.edu) for information and procedures.