

**N. Jane Tan's
The Well-Prepared Pianist Institute
Enrollment Form**

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

E-mail _____

Registration Fees: \$1800 (Preparatory); \$2000 (Advancing); \$2200 (Graduating)

- Make checks payable to **WPPI**.
- Tuition is non-refundable.
- Tuition pays for private lessons, lesson observations, lectures, master classes, and coaching of PianoTeams[®], but does NOT include books or materials.
- Lessons are one academic hour (50 minutes). ***There will be no make-ups for missed lessons.***

I am registering for the following class:

Preparatory Advancing Graduating

Please note: Teachers of all backgrounds, from no degree to advanced degrees, have enrolled in the WPPI. For the *Preparatory Level*, all enrollees must be actively involved in teaching. Teachers enrolling in the *Advancing / Graduating Level* must have completed the previous level/s, be actively teaching the WPPI material and be in good standing with the WPPI. The 3-year course will prepare teachers for certification.

Payment Options: (please select desired method)

- I am paying the entire amount, which is enclosed.
- My first payment of \$800 is enclosed, along with a signed copy of the fee agreement for payment of the remainder.
- I have completed this level, but wish to audit for \$900, which can be paid in full at the beginning of the course, or by installments. See fee agreement.
- I would like to apply for the position of coordinator and am enclosing a letter of request.

Send registration to your area coordinator, OR, if applying for a coordinator position, send to N. Jane Tan, 1809 E. Rawhide St., Gilbert, AZ 85296.

Coordinator Duties

Tuition Waiver

The tuition waiver for the coordinator is based on the following:

- 31 or more teachers enrolled = full tuition waiver
- 26 to 30 teachers enrolled = $\frac{3}{4}$ tuition waiver
- 21 to 25 teachers enrolled = $\frac{1}{2}$ tuition waiver
- 15 to 20 teachers enrolled = $\frac{1}{4}$ tuition waiver

Two coordinators may split full or partial tuition waivers. A coordinator who is auditing will receive a FULL tuition waiver.

Organizing The Class

1. Collect the enrollment forms. Send tuition checks to N. Jane Tan immediately. Keep detailed records about payments, especially when a teacher will be paying installments. Update records monthly and send to N. Jane Tan.
2. Schedule private lessons. Teachers can specify their preferred day of the week and a morning / afternoon time; however, it should be understood that requests are not guaranteed.
3. Although lessons cannot be made up, teachers may trade up to TWO lessons per year. The instructor should be given an updated lesson schedule each month reflecting any changes.
4. Organize PianoTeams® based on geographic proximity or technical background of class members. Teams can have more than five members.
5. Communicate with class members via e-mail, regular mail, or telephone regarding all details of the course. Return phone calls or e-mail in a timely fashion. Make certain that the following items are distributed to everyone **well in advance** of the starting date.
 - a. Class roster with addresses and contact information
 - b. Lesson schedule for each day
 - c. PianoTeams® assignments
 - d. Syllabus
 - e. Class policies and guidelines
 - f. Coordinator must be in attendance 80% of each day to ensure the smooth running of lessons and to observe the general progress of the class.
6. Diplomatically handle any problems or conflicts that may occur. Refer to policies and guidelines that were set at the beginning of the class. Do not allow advantage to be taken.

Regarding the Instructor

1. Provide transportation to/from the airport.
2. Secure hotel accommodations and confirm monthly.
3. Make certain that lunch is provide for the instructor in a timely fashion. Check for special dietary needs. It is recommended that class members rotate this responsibility so that it does not always fall to the coordinator. Also provide water for the instructor throughout the day.

Do not allow vacancies in the schedule due to cancellations. Class members should be prepared to move their lessons up an hour so that the day can be shortened.

Regarding the Host Store

1. Coordinate as to class needs for meetings, rehearsals, tuning of pianos and music materials that must be ordered.
2. Make certain that class materials are available to teachers at least **two months in advance**.
3. There should be one main person from the store that you communicate with. They, in turn, are responsible for keeping other store personnel informed.
4. Handle problems diplomatically; remember that we are **guests** in the store. Class members should be reminded to treat instruments with kindness and avoid wearing jewelry that might scratch the pianos.

**N. Jane Tan's
The Well-Prepared Pianist Institute
Fee Agreement**

I understand and agree to the following:

Full Enrollment

- Preparatory -- \$800 deposit, with two more installments of \$500 each.
- Advancing -- \$800 deposit, with two more installments of \$600 each.
- Graduating -- \$800 deposit, with two more installments of \$700 each.

Auditor (Observation only)

You must have already completed the level as a fully-enrolled teacher. Occasional lessons may be available for \$150 each, payable at the time of the lesson. These must be pre-arranged in advance through the class coordinator and are based on the availability of the instructor.

- Preparatory -- \$300 deposit, with two more installments of \$300 each.
- Advancing -- \$300 deposit, with two more installments of \$300 each.
- Graduating -- \$300 deposit, with two more installments of \$300 each.

Installments may be paid at any time, with the final installment due during the **sixth month** of the course.

A payment made after the sixth month is subject to a **\$25 fee for each month it is late.**

Signature

Date

Make checks payable to the **WPPI** and enclose with enrollment form.
Keep a copy for your records.