THE TAYLOR ACADEMY: REGISTERING FOR COURSES & PAYING TUITION

1. Click the Link in Your Email

It will take you to your specific program page. Click "Add to Cart" and follow the prompts to log in. Your account is set up under the email address in your Tuition Email. NOTE: You must be 18 or over to complete the tuition payment (parents/guardians must log in with their account to register a student under 18).

Home Activities	🃜 My Cart
Senior Voice - 587.03.16A	
> Home Page > Activity Search > Senior Voice	
This activity has already started, but registrations are still being accepted.	
11 Sep 2015 to 28 May 2016	Subscribe to RSS to stay up to date
Gender: Coed	f Connect with Friends
Spaces: Unlimited openinge Add to Wish L st Add to Cart	
These activities are available only to students who have successfully auditioned for the Phil and Eli Taylor Performance Academy for Young Artists. For more information, please visit rcmusic.ca/academy	f Who Else Is In?

2. Select the Family Member Participating in this Activity

Please ensure you select the correct child/family member.



3. Registering for Classes

Please refer to the Registration Guide PDF if you have any questions about course requirements or descriptions.

On the following screen, you will see multiple sections:

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Ξn	ollment: Senior Strings					
Hom	e Page > Activity Search > Enrollment Process					
		0				
	solost participant	z details	additional	face		
	select participant	package details	information	lees		
ho	ose Activity Package Details					
Ple	ase review the following options and select the a	activities you wish to have in	n your Music Enrichment Pr	ogram.		
ctiv	ity 1. Program-Specific Core Practical Pro	gram				
he p	articipant will be registered for all of the following	g required activities.				
	Activity		Dates	L	ocation	Age
and	my Chamber Orchestra/Senior String Ensemble - 806.0	Saturdays from 8:4	45am to 10:30am from Sep 10 to	n/a		Anv
cau		April 29 except hol	liday weekends.			Aug
Senio	r Chamber Ensembles - 568.01.17A	April 29 except hol Fridays from 5:00p 28 except holiday	liday weekends. om to 6:30pm from Sep 9 to Apri weekends.	n/a		Any
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The participant must select 1 activity to register in from the following list

- Activity 1: The Core Practical Program the student will be registered for all of these courses automatically. Any special requests for exemptions should be made by email to the Academy.
- Activity 2: Select the student's instrument
- Activity 3: Musicianship selection select the appropriate level. If a student has completed 2 years of Senior Musicianship, they may select "Request Exemption" and will be prompted later to explain the request. Notification of whether the exemption has been granted will be sent via email from the Academy office. If a student wishes to take the Challenge Exam to progress to a different level or test out of Musicianship, they should still register for the appropriate course and can take the test on Orientation Weekend.
- Activity 4: Theory & History select at least one. Students who have completed all levels of Theory and History or who have extenuating circumstances may select "Request Exemption" and will be prompted later to explain the request. Notification of whether the exemption has been granted will be sent via email from the Academy office.
- Activity 5: Electives these may be left blank if a student does not qualify or wish to take electives.

4. Answer Student Information Questions

These include information we need to update our files. An answer is required for each before you can move on to payment.

- Graduation Year year the student intends to finish the Academy, should be same as high school graduation year.
- **Guardian Contact** when emailing students under the age of 18 we will always include one guardian email address. Enter your preferred secondary email address here.
- Performer Name type in the name the student would like to have in performance and master class programs. Please ensure capitalization is correct.
- **Canadian Status** choose your Canadian status. This helps us allocate scholarships, but does not affect the amount of scholarship funds received.
- Locker Request indicate whether or not the student would like a locker assigned. Note that students share lockers, and we do not have enough for all students. Locker assignments are determined by Academy administration and will be given out at in September.

5. Select Your Payment Options

This will outline the tuition, scholarship/awards, and library fee. Completed deposits have been credited here. A window will pop up offering payment plan options. You can close this at any time and come back to it, or choose to pay in full if you prefer.

If you select a Payment Plan, you will be prompted to choose either a 2-payment or 8-payment option. The first payment of the Payment Plan will be processed on September 8th, and any following installments will be due on the date(s) listed.

Note about deposits: Any tuition deposit not credited at checkout will be removed from the first installment of tuition, not divided across the complete payment period.



Please note: we are in the process of transitioning to this new registration system. Students can register and pay for 2014-15 classes online through this site; however, for summer 2013-14 classes, this site will not process payment. Please follow the steps to request enrollment and then a Student Service Representative will follow-up to to confirm your enrollment and complete payment.

Select Fees



Register Another Participant for this Activity

Accepted Methods of Payment:

- Pay in full (payable immediately) payable by credit card or "Electronic Check" (direct debit) <u>only</u>
- **Two-payment plan (due immediately & Jan. 1)** payable by credit card, "Electronic Check" (direct debit) or in-person cheque/money order
- Eight-payment plan (due immediately, and then the first of each month until April payable by credit card or "Electronic Check" (direct debit) <u>only</u>

6. Review Items

This page confirms the participant, program and the fee. If you need to register another family member (in the same program ONLY, e.g. another Junior Strings student) you may click "Add Another Participant". Otherwise you may proceed to check-out.

7. Review Waivers

Confirm that you have read and agree to the terms of registration, and policies & procedures of The Taylor Academy. Please note that the Policies and Procedures here currently link to 2015–16 document. For the 2018–19 updated version, please see our <u>Current Students</u> page.

8. Future Charges

Select your payment method:

- If you wish to pay by credit card or direct debit, click the "Automatic Charge" box and a drop down will allow you to enter your payment details. Please see the Setting up Direct Debit for Tuition document on our <u>Current Students</u> page for advice on setting up the Electronic Check option for Canadian banks (the system is set up using American banking terms). The payment(s) will automatically be withdrawn from the credit card/bank account on the date(s) corresponding to your payment plan.
 - If you have chosen the Two-Payment plan and wish to pay in-person by check or money order, simply click "Next". You may submit the payment to the Academy office by arrangement with the Academy Manager. We cannot accept payments in cash.

9. Registration Complete

You may choose to View or Print the Receipt, and a copy will also be emailed to the parent email address.

Please Note: Any changes you wish to make to your transaction or registration after completion must be made by Academy administration. Please contact Academy Coordinator jacqueline.comeau@rcmusic.ca if you need to change your payment plan or class registration.