

Student Registration Checklist

- **You will need:**
 - Personal information (name, date of birth, gender, instrument, and home teacher's name) for each student you intend to enroll
 - Personal information (name, address, phone numbers, and email) for a responsible adult who is paying for ASI
 - A credit card or check
 - Names of everyone who will be coming to ASI with the enrolled student(s)
 - Current, working, and polished piece for each student planning to enroll for ASI
 - If a student is enrolling for the chamber music program, you will also need:
 - An audition video
 - The chamber music program assessment form filled out with the help of your home teacher
 - A list of repertoire studied and/or performed in the last 12 months
- **Things to think about before enrolling:**
 - Is your instrument offered during the week(s) you hope to attend ASI?
 - What are the current working, and current polished pieces for each student planning to enroll? Discuss this with your teacher.
 - Will you need on-campus housing?
 - If you stay on-campus, will you want a refrigerator in your room for snacks, leftovers, etc?
 - Will you need a meal plan?
 - Are you bringing a car that you will need to park on campus?
 - Do you want/need scholarship assistance?
- **To fill out the enrollment form:**
 - Print the form.
 - Fill in basic information for each student: full name, gender, date of birth, instrument, home teacher's name, and working, and polished piece.
 - Select the session(s) you will attend.
 - Sign the box to agree that you assume full responsibility for supervising the students you are enrolling.
 - Sign the waiver for ASI to take photos or videos for promotional purposes.
 - Note: either a teacher or student enrollment form must be completed for each person in your family who will be taking classes at ASI.
- **To fill out the registration form:**
 - Note: Only one registration form per family needs to be completed, even if both you and your child(ren) are enrolling for classes. Only one registration fee needs to be paid.
 - Fill in your billing information: full name, address, phone numbers, and email address
 - Fill in the name of each person who will be attending ASI with you, whether or not they are enrolling in courses (siblings, parents, other care-takers, etc).

- Select the appropriate registration fee and be sure to fill in the dollar amount in the space provided.
 - Select the appropriate class fee(s) and fill in the total dollar amount in the space provided.
 - If you need on campus housing, select the housing option(s) you desire.
 - If you are staying on campus and would like a refrigerator, fill in the dollar amount in the space provided.
 - If you are bringing a car that you will need to park on campus, you will need a parking permit. Fill in the dollar amount in the space provided.
 - If you would like meals in the dining hall, select the meal plan for each person in your group.
 - If you need financial assistance for ASI, and would like help soliciting local businesses, family, and friends to support your trip to ASI, select the box to receive ASI toolkits. Fill in the total dollar amount in the space provided.
 - If you would like to make a donation to the ASI scholarship fund (a fund for student need-based scholarships) put the dollar amount you wish to give in the space provided.
 - Total all of your fees. Please double check your math.
 - Let us know about any special requests you may have (early arrival, teacher requests, etc).
 - Incomplete applications (no working and polish pieces, no registration fee, etc.) will be returned.
 - Applications that are filled out incorrectly will take additional time to process. Please double check your application for accuracy before printing it.
- **Other forms to consider:**
 - Be sure to complete the separate ASI scholarship application by April 1.
 - If you are applying for the chamber music program, be sure to fill out the chamber music program assessment form.
 - Be sure to include a placement video
 - Ask your teacher for assistance filling out the form
 - Include a list of repertoire studied and/or performed in the last 12 months

Mail your completed enrollment and registration forms with a credit card number or check or money order payable in US Dollars to ASI/UWSP for at least the registration fee (or the total tuition payment).

**ASI, UW-Stevens Point
Stevens Point, WI 54481**

OR

**Fax completed forms along with credit card information to our secure server – 715-346-3858
You will receive a confirmation email after your application is received. Once your application is processed you will receive an invoice via email. Please add suzuki@uwsp.edu to your contact list to ensure you receive important communication from ASI.**