

University of the Philippines		College of Music Extension Program		Form CMuEP 001	
Write in BLOCK LETTERS.		Use an "X" mark in answering information		Control No.	
NAME: (LAST, GIVEN & MIDDLE)		EMAIL ADDRESS:		Sex: <input type="checkbox"/>	
		CONTACT NO:		MALE <input type="checkbox"/>	
PARENT/GUARDIAN:		ADDRESS:		FEMALE <input type="checkbox"/>	
		CONTACT NO:		STUDENT TYPE:	
				OLD <input type="checkbox"/>	
				NEW <input type="checkbox"/>	
				SEMESTER:	
				1st <input type="checkbox"/>	
				2nd <input type="checkbox"/>	
				Summer <input type="checkbox"/>	
				Midyear <input type="checkbox"/>	
				Year: <input type="checkbox"/>	
DEPARTMENT	INSTRUMENT/S	TEACHER	ROOM/DAY/TIME	HRS/WEEK-LESSONS/SEM	TUITION FEE (To be filled-up by the assessment officer)
Compo. & Theory					
Conducting					
Music Ed.					
Music Research					
Piano					
Strings					
Voice & Dance					
Winds & Perc.					
Student's Signature:		Parent/Guardian's Signature:		Processing Fee:	
Enlistment Officer:		O.R. No.		Total Amount	
		Date		Remarks:	
		Discount:		Assessed by:	
		UP Diliman Faculty (Full-time) <input type="checkbox"/>			
		UP Diliman Employee/Dependent <input type="checkbox"/>			
		UP CMu Faculty/Dependent <input type="checkbox"/>			
		Senior/PWD <input type="checkbox"/>			
Please accomplish in duplicate.			Present this form to your teacher on the first day of lesson together w/ the O.R.		

Enrollment procedure: Download and print this form 2 Copies

1. Fill-out forms
2. Assessment
3. Payment

#### GUIDELINES & POLICIES

1. Enrollment covers individual lessons for one (1) semester/summer and Recital (upon the recommendation of the teacher) at the end of the semester/summer.
2. Fees are non-refundable.
3. Receipt is to be presented to the teacher on the first lesson.
4. Make-up lessons will be given only in the following situations:
  - a) the teacher is absent
  - b) DepEd & CHED's mandated suspension of classes in all levels
  - c) holidays
5. Three (3) consecutive absences would result in the forfeiture of the remaining lessons
6. Students are expected to practice their homework at home and should be prepared with their lessons.
7. Students must come on time.

I hereby comply with the above guidelines and policies.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Student's/Parent's/Guardian Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date