

Hello Parents,

Thank you so much for your interest in Registering for our Summer Music Exploration Program 2020! Please follow these registration steps in order to have a complete registration.

1. **Policies and Additional Health Information:** Please use this link to agree to our Summer Music Program Policies and to submit additional information:
  - a. [Summer Music Program Policies Form](#)
    - i. You will also need to include additional health information including primary doctor and number, health insurance information, medications, immunization information, etc. A Pick Up/Drop Off Authorization Form is also included.
2. Please login to your [RSM Student/Portal](#)
3. To Update Student Information:
  - a. On the top right menu, select [Account](#)
  - b. View your student's information (View Student Name)
  - c. Edit the following fields by selecting the blue pencil button (**Required for Summer Program Students**):
    - i. Student School, Grade Level (as of 2020)
      1. Please include School County (MPCS, DCPS, etc).
    - ii. Student Disabilities, Special Needs, Allergies, Medications
    - iii. Click Save.
4. To Add a second student, go to Account and click on the green plus button (+); edit above fields.
5. To select your preferred Summer Program Session or Weeks, go to your Dashboard, and select **Find Classes**.
  - a. Under Filter Results, select **Category 1**, and scroll down to select **Summer Music Exploration Program**, Add Filter.
  - b. Select your preferred Week(s), and click **Add to Cart**
  - c. Select your student(s) for that week, and click **Add**.
  - d. Once you've added all of your preferred weeks, click on the Cart button on the top right corner.
  - e. Scroll down and click **Accept Enrollment Fees and Continue**.
  - f. Note: If you sign up for two consecutive weeks (Session I, II, or III), your adjusted pricing will be reflected separately after your registration is completed. Your posted amount does not include the Summer Program registration fee (\$35), Weekly Field Trip fee (\$22.50 per week), and Instrument rental fee (\$15 per student). These fees will be added separately and will be shown on your updated statement.
6. **Payment:** It is optional to include a payment method in your portal account. If you prefer to pay with a debit/credit card or ACH payment, there is a processing fee equal to 3.5% of your total balance (only for Summer Program balances). Payments can be made with a check or cash payment and do not include a processing fee. A \$185 deposit will be required (non-refundable) in order to reserve your slot, or full tuition can be paid as well. All balances are due by or before May 15th. In order to apply the Early Registration Discount, registration fee and tuition amounts are due by March 1st.
  - a. Note: Your payment does NOT process automatically after you register. We will send an updated statement to your e-mail 3 business days after your registration.

Please make sure to include all fields mentioned above, and to complete the Summer Music Program Policies form. Families that are missing any of these requirements will have an incomplete registration. Your spot may not be guaranteed until all required information is submitted.

For any questions regarding registration, please e-mail us at [info@richardsonschoolofmusic.com](mailto:info@richardsonschoolofmusic.com) or call us at 301-660-4455.