

Registration Form - Beginning Students

Cost of the Course - \$1,795.00

Materials for Beginning Students include the School Training Manual, Lessons and Examinations, Six Two-Hour Video Tapes (or DVD videos), Eleven Auxiliary Texts including the Randy Potter School Apprentice Training Manual, the "G" Piano Works Repair Labor Guide, The Mentoring Book and the Piano Technicians Guild Piano Action Handbook plus six more texts, Vertical and Grand Action Charts, Manufacturers' Piano Brochures, Manufacturers' Technical Service Manuals, Vertical Action Model, Tuning, Repairing and Regulating Tools, Repair Parts and Supplies, Apprentice Training Assistance, Semi-Annual Newsletters (now posted on our web page), Subscription to our TunEmailList, Lifetime Consultation Service, Use of the school's Video and Audio Tape Loaning Library, Job Placement Assistance and Diploma upon completion of the course.

Single Payment Enrollment Plans

Choose One:

- Single Payment, \$1,795.00. Complete Course and Materials with Tools, Parts, Repair Supplies and Vertical Action Model.
Full course will be shipped upon receipt of payment. If using credit card, please complete charge card information, below.
- Single Payment, \$1,395.00. Complete Course and Materials *but without Tools, Parts, Repair Supplies and Vertical Action Model*.
Full course will be shipped upon receipt of payment. If using credit card, please complete charge card information, below.

Multiple Payment Enrollment Plans / Student Loan Agreement

Complies with ORS 345.113

- Five Shipment Plan
Course cost \$1,795.00. No Set-Up Fee and no Interest is charged.

Shipment Payment Options - Choose One:

- \$395 first payment plus four (4) payments of \$350.00, or
 \$395 first payment plus eight (8) payments of \$175.00.

Training Video Format Options - Choose One:

- DVD (NTSC format) Videos
 VHS (NTSC format) Video Tapes

School Training Manual, Initial Lessons and Examinations for each section, *Introduction to Piano Service* Video Tape, Basic Tuning Tools, Two Auxiliary Textbooks and Technical Manuals will be shipped upon receipt of the first payment. Additional Lessons, Examinations, Books, Video Tapes (or DVDs), Manuals, Tools, Parts, Repair Supplies and Vertical Action Model are divided up into four approximately equal parcels, and will be shipped as payments are received. Itemized shipment lists accompany each shipment.

Specify: First Payment by Check Money Order Bank Card (fill in details below)

Specify: Charge payments monthly to credit card (specify below), or Send payment coupon book.

Method of Payment:

- VISA Check of Money Order (Please do not send cash)
- MasterCard Card # _____ Expiration Date _____
- American Express Signature _____ Credit Card V Code _____
- Discover Card

Shipping Options

We ship via UPS ground service within continental U.S. and Canada (or U.S. Mail) at no additional charge. Check below if you wish:

- Note: Add \$50 Shipping to Canada
- UPS Second Day Air (Add \$75 Continental U.S.) * UPS Overseas Air (outside U.S. or Canada) *
- U.S. Mail Overseas Air * U.S. Mail Overseas Surface *

* Note: If you check special or overseas shipping options, above, Carrier's Shipping Charges Will Apply.

VHS Video Tapes are available in all world formats. Overseas students specify television-video system if other than NTSC (U.S. format).

DVD Videos are available in NTSC/DVD-R screen format only. Check with your owner's manual to assure compatibility. Because of our commitment to regular upgrading of course materials, specifications are subject to change without notice.

Price is guaranteed through 12/31/2011. After that date call, or check our web page, for current price.

Registration Form - Beginning Student (Page 2 of 2)

Registration Date _____

Student's Name (Please Print) _____ Telephone Number _____

Street Address _____
If box number, please also give mailing address, if you have one

City/State (Province)/Zip (Postal) Code _____

Where did you hear about this course? _____ **X** _____
Student's Signature

Date of Birth ____ - ____ - ____ Current Age ____ Current Occupation _____

Accepted for the school by _____ **X** _____
School Officer's Signature Date Accepted

Email Address: _____ Student I.D. Number (to be filled in by school) _____

Course Length

The course is designed to be completed in one year. Active students are granted an automatic extension for one additional year. Students who have not completed their course within the two year period, but who wish more time to do so, may extend their enrollment by payment of a one-time \$50 re-enrollment fee.

Randy Potter School of Piano Technology, Inc., Refund Policy

(Complies with ORS 581-45-027)

You may for any reason cancel your enrollment by giving written notice to the school within five (5) business days after the date of enrollment or prior to receipt of any lesson materials, whichever occurs later. All moneys received will be promptly and cheerfully refunded by The Randy Potter School of Piano Technology, Inc.

When an enrollment application has been accepted by the school and not canceled under the provisions specified above, the following schedules of maximum charges may be assessed by the school:

- (a) Termination in the period between the delivery of lesson materials and receipt by the school of the first completed lesson materials: The school may charge an amount equal to 15% (\$50) of the total tuition cost; that being established as the Registration Fee.
- (b) Termination after receipt of the first completed lesson materials and up to 50 percent of the completed lesson assignments, or six months, whichever comes first: The student shall be entitled to a pro-rata refund of the tuition cost of the home study portion of the program. The school may retain the established Registration Fee.
- (c) Termination after receipt of 50 percent or more of the completed lesson assignments, or after six months: The school may retain 100 percent of the tuition costs plus the established Registration Fee.
- (d) At the discretion of the school, any materials received by the student may or may not be returned to the school for refund.

Course Materials, Tools and Tuition Itemization

\$700.00	Randy Potter School of Piano Technology Training Manual, ten auxiliary texts including the Apprentice Training Manual, "G" Piano Works Repair Labor Guide, and other supplemental technical training manuals and materials.
\$400.00	<i>Introduction to Piano Service, Basic and Intermediate Tuning Techniques, Basic and Intermediate Repairing Techniques, Basic and Intermediate Regulating Techniques</i> and <i>Using the SAT III</i> video tapes / DVDs.
\$400.00	Tools, Parts, Repair Supplies, Vertical Action Model.
\$50.00	Shipping and Handling.
<u>\$400.00</u>	<u>Registration and Tuition Fees.</u> (\$60 non-refundable Registration Fee, \$340 Tuition)
\$1,795.00	Total Course Cost (includes Package Discount from \$1,950.00 separate item cost)

Licensed by the Oregon Department of Education

(Complies with ORS 345.117)

The Randy Potter School of Piano Technology, Inc., is licensed by the Oregon State Department of Education. Acceptance to the school is not based on age, disability, national origin, race, marital status, religion or sex. Any inquiry or grievance a student may have regarding this contract may be made in writing to the Randy Potter School of Piano Technology, 61592 Orion Drive, Bend, Oregon

Registration Form - Continuing Education Program*

Cost of the Course - \$995.00*

* Continuing Education Program Technicians (Intermediate Students) have already taken a basic course in piano tuning and repair, either from a residence or correspondence school, have had apprentice training and/or have at least one year practical tuning experience. You must fill out the Previous Training and Experience information on the back of this Registration Form.

The Continuing Education Program (Intermediate Student) Course includes the all of the training material included in the Beginning Student Course: School Training Manual, Lessons and Examinations, Six Two-Hour VHS Video Tapes (or DVD videos), Ten Auxiliary Texts including the Randy Potter School Apprentice Training Manual, "G" Piano Works Repair Labor Guide, The Mentoring Book and the Piano Technicians Guild Piano Action Handbook plus six more texts, Vertical and Grand Action Charts, Manufacturers' Piano Brochures, Manufacturers' Technical Service Manuals, Apprentice Training Assistance, Semi-Annual Newsletters (now posted on our web page), Lifetime Consultation Service, Use of the school's Video and Audio Tape Loaning Library, Job Placement Assistance and Diploma upon completion of course.

Regular course price for Beginning Students is \$1,695.00. Intermediate Student Course price reflects a \$350.00 discount for deletion of Tools, Parts, Repair Supplies and the Vertical Action Model, plus a \$350 discount as a "credit for previous training and experience".

Payment Methods

Choose One:

- Single Payment, \$995.00. Complete course and materials shipped upon receipt of payment.
If VISA, MasterCard, American Express or Discover, please complete charge card information, below.
- Three Payment Plan. Course cost \$995.00. No Set-Up Fee and no Interest is charged.
\$395 first payment plus (2) payments of \$300.00, or 4 payments of \$150.00.
School Training Manual, Initial Lessons and Examinations for each section, *Introduction to Piano Service* Video Tape, Two Auxiliary Textbooks and Technical Manuals will be shipped upon receipt of the first payment. Additional Lessons, Examinations, Books, Manuals, Video Tapes and Supplies, divided up into two approximately equal parcels, will be shipped as payments are received. Shipment lists accompany each shipment.
Specify: First Payment by Check Money Order Bank Card (fill in details below)
Specify: 2 payments of \$300.00 or 4 payments of \$150.00.
Specify: Charge payments monthly to credit card (specify below), or Send payment coupon book.

We ship via UPS ground service within continental U.S. and Canada (or U.S. Mail) at no additional charge. Check below if you wish:

- Note: Add \$50 Shipping to Canada
- UPS Second Day Air (Add \$75 Continental U.S.) * UPS Overseas Air (outside U.S. or Canada) *
- U.S. Mail Overseas Air * U.S. Mail Overseas Surface *

* Note: If you check special or overseas shipping options, above, Carrier's Shipping Charges Will Apply.

Video Tapes are available in all world formats. Overseas students specify television-video system if other than NTSC (U.S. format).

Specify Training Video Format Option - Choose One: DVD (NTSC format) Videos VHS (NTSC format) Video Tapes

Method of Payment:

- VISA Check of Money Order (Please do not send cash)
 - MasterCard Card # _____ Expiration Date _____
 - American Express Signature _____ Credit Card V Code _____
 - Discover Card
- Date _____

Student's Name (Please Print) _____ Telephone Number _____

Street Address _____

If box number, please also give mailing address, if you have one

City/State (Province)/Zip (Postal) Code _____

Where did you hear about this course? _____ X _____

Student's Signature

Student I.D. Number (to be filled in by school) _____ Email _____

Registration Form - Continuing Education Program* (Page 2 of 2)

* Continuing Education Program (Intermediate) Students have already taken a basic course in piano tuning and repair, whether residence or correspondence, have had apprentice training and/or had at least one year practical tuning experience. Continuing Education Program Students must fill out the Previous Training and Experience information, below.

Refund Policy

You may for any reason cancel your enrollment within five (5) business days or prior to receipt of lesson materials, whichever occurs first. All moneys received will be promptly and cheerfully refunded by The Randy Potter School of Piano Technology, Inc.

Licensed by the Department of Education

The Randy Potter School of Piano Technology is licensed by the Department of Education. Any inquiries may be made in writing to the Randy Potter School of Piano Technology, 61592 Orion Drive, Bend, Oregon, 97702, or to the Superintendent of Public Instruction, Oregon Department of Education, 255 Capitol Street NE, Salem, Oregon 97310-0203. Phone 503-378-3600.

Because of our commitment to regular upgrading of course materials, specifications are subject to change without notice. Price is guaranteed through 6/30/2006. After that date call for current price.

Continuing Education Program Students Must List Previous Training & Experience:

Date of Birth ____ - ____ - ____ Current Age ____ Current Occupation _____

School Name:	Instructor:
Address:	
Dates Attended:	Check if: <input type="radio"/> Residence School or <input type="radio"/> Correspondence Course
Diploma or Degree Received:	Date Graduated:
Additional Information or Comments:	

Apprentice Training Program:	Instructor:
Address:	
Dates Attended:	Diploma or Degree Received:
Additional Information or Comments:	

Self-Study Program:
Subjects Studied:
Books Read:
Dates:
Additional Information or Comments:

How long have you been tuning pianos?	Full-Time Experience	yrs.	mos.	Part-Time Experience	yrs.
mos.					
How many pianos have you tuned?					
How many pianos have you regulated? Verticals					
Grands					

Are you a member of the Piano Technicians Guild?	Which Chapter?	How Long?
Classification:		

Have you taken your PTG Registered Tuner-Technician Exams?	(Yes/No)
Written Exam. Score :	When and where taken?
Tuning Exam. Score:	When and where taken?
Bench Exam. Score:	When and where taken?

Form Reg/CE/0411