



Hello Parents,

Thank you so much for your interest in Registering for our Summer Music Exploration Program 2022! Our summer program is open for 5 to 12-year-olds. Please follow these registration steps in order to have a complete registration.

Registration Steps for Returning Summer Program Families

- Please email us at info@richardsonschoolofmusic.com or summerprogram@richardsonschoolofmusic.com to let us know you would like to register for the summer program.
- We will then restore your account so you can login to the parent portal.
- Once confirmed, please follow the registration steps below.

Registration Steps for Current Students

1. Log in to your [RSM Student/Portal](#)
 - a. Your username is your email.
 - b. If you do not remember your password, or are a returning student, click *Reset Password* to create a new password.
2. To add a second student, go to Account and click on the green plus button (+) and fill in the required information.
3. 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, and click **Add to Cart**
 - c. Select your student(s) for that week, and scroll down to agree to all of our summer program policies. Once completed, click **Add**.
 - d. Click **Continue Shopping** if you wish to add more weeks. Once you've added all of your preferred weeks, click on **Checkout Now**.
 - e. Scroll down and click **Accept Enrollment Fees and Continue**.

- f. Your Subtotal will be shown on your Dashboard. Please give us three business days to view your registration and update your balance.
4. **Payment:** To avoid extra fees, we strongly suggest making your payment with a personal check, cashiers/bank check, or cash. For parents who prefer to pay with a debit/credit card or ACH bank account payment, there is a processing fee equal to 3% of your total balance (only for Summer Program balances). Payments made by cash or check do not include a processing fee.

To reserve your slot, a non-refundable deposit of \$200 per student is required within 3 days of registration. All balances are due by or before May 1st. Balances not paid in full by May 1st will not qualify for the Early Registration discount.

Note: The total included in your registration summary is NOT your correct balance. Please give us 24 hours to view and adjust your posted transactions, add discounts, etc. We will send an updated statement to your email 3 business days after your registration. This statement will include your registration fee (\$35), tuition fees, materials fee (\$40), and 3% processing fee (to whom it applies).

Please make sure to agree to our Summer Music Program Policies on Jackrabbit and complete the **Health Information** and **Release Authorization for Pick-up/Drop-off** forms (sent to families after registration) 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 email us at summerprogram@richardsonschoolofmusic.com or call us at 301-660-4455.