



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](mailto:info@richardsonschoolofmusic.com) and [summerprogram@richardsonschoolofmusic.com](mailto: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. Please login to your [RSM Student/Portal](#)
  - a. Your username is your email. Click Reset Password to create a new password.
2. 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 2022)
      1. Please include School County (MPCS, DCPS, etc).
    - ii. Student Disabilities, Special Needs, Allergies, Medications
    - iii. Click Save.
3. To add a second student, go to Account and click on the green plus button (+); edit the above fields.
4. 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.
5. Payment: We strongly suggest making your payment with a personal check, cashiers/bank check, or cash to avoid extra fees. If you 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 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. Your deposit is due 3 days after your registration. All balances are due by or before May 15th. In order to apply for the Early Registration Discount, your full balance is due by March 15th.

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 e-mail 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 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 [summerprogram@richardsonsofmusic.com](mailto:summerprogram@richardsonsofmusic.com) or call us at 301-660-4455.