



# Randy Potter School of Piano Technology, Inc.

61592 Orion Drive • Bend, OR USA 97702

www.randypotterschool.com

541.382.5411 • Fax 541.382.5400

## Registration Form - Beginning Students Cost of the Course - \$1,795.00

Materials for Beginning Students include the Randy Potter School Training Manual, Lessons and Examinations, Six Two-Hour Training DVDs, 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 seven more texts. Also includes 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/DVD and Audio Tape Loaning Library, Job Placement Assistance and Diploma upon completion of the course.

\* DVDs are manufactured in NTSC/DVD-R Open Format, and readable by any device throughout the world that reads DVD-R. As of 2012 we no longer provide in VHS or Beta formats.

### Single Payment Enrollment Plans

Choose One:

- ☐ Single Payment Plan, \$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 a credit card, please complete charge card information, below.
- ☐ Single Payment Plan, \$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 a credit card, please complete charge card information below.

### Multiple Payment Enrollment Plans / Student Loan Agreement

Complies with ORS 345.113

- ☐ Shipment Payment 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.

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

School Training Manual, Initial Lessons and Examinations for each section, *Introduction to Piano Service* DVD, Basic Tuning Tools, Two Auxiliary Textbooks and Technical Manuals will be shipped upon receipt of the first payment. Additional Lessons, Examinations, Books, Training 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.

Method of Payment:

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

### Shipping Options

We ship via UPS ground service (or U.S. Mail) within the continental US at no additional charge. Shipping to Canada add \$75.

- ☐ U.S. Air Mail to Alaska or Hawaii \* ☐ UPS Overseas Air \*
- ☐ UPS Second Day Air (Add \$75 Continental US Shipment 1) ☐ U.S. Mail Overseas Air \*

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

Because of our commitment to regular upgrading of course materials, specifications are subject to change without notice.

Price is guaranteed through July 31, 2015. After that date call, or check our web page, for current price.



# Registration Form - Beginning Student

(Page 2 of 2)

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

Our self-paced 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., less shipping charges, if any.

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 and Using the SAT III DVDs.</i>
\$400.00	Tools, Parts, Repair Supplies, Vertical Action Model.
\$50.00	Shipping and Handling.
\$400.00	<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 Higher Education Commission

(Complies with ORS 345.117)

The Randy Potter School of Piano Technology, Inc., is Licensed by the Oregon Higher Education Coordinating Commission. 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 SE Orion Drive, Bend, Oregon 97702, or The Director, the Oregon Higher Education Coordinating Commission, 775 Court Street, Salem, Oregon 97301. Phone 503-378-3600.

Form Reg/BS/0415