THE SOUTHBURYMUSIC STUDIO

Lesson Registration Form 2015

1) Student Information:

_____

Student(s) Name   Age

_____

Parent/ Guardian Name(s)

_____

Cell Phone #   Home Phone #   Work Phone #

_____

Home address (Billing address)   E-Mail Address

2) Billing Information (if different from Parent/Guardian information)

_____

Billing Name   Address

_____

Cell Phone #   Home Phone #   E-Mail Address

3)PAYMENT INFORMATION: (Please Initial One)

_____ Please use the credit card on file to **Auto-Charge** on the last lesson of the month. I understand I will be charged the total number of lessons allocated to me for my lesson day in the following month. I understand it is my responsibility to keep my credit card on file current.

_____Please **Email/Mail** me a monthly a statement that I will pay by the 28th of each month prior to lessons in the following month. I understand that if payment is not received within 15 days, there will be a $15 late fee added to my statement along with the loss of my reserved lesson time.

4) **Lesson Information: <mark>NEW</mark> Students**
Instrument_____   Duration: **30 45 60 min (circle one)**

Instrument_____   Duration: **30 45 60 min (circle one)**

Instrument_____   Duration: **30 45 60 min (circle one)**

Are you requesting a specific teacher?_____ **(teacher name)**

4) Lesson Information: <mark>RETURNING</mark> Students (Please Initial)

_____**Please keep my current lesson*** _____**for Fall 2015**
                                                     Day- Time- Instructor
            *I understand this requires payment in full for the month of September.

_____**I would like to change my lesson Day-Time-Teacher in Fall 2015.**
            *Please do not hold my current Lesson time for Fall 2015.

**********PLEASE READ and SIGN BELOW**********
5)Studio Policies:

➔ **Payment for books, sheet music, and accessories must be paid for when received unless a credit card is stored on file with us, in which case the items may be added to your auto charge account.**
➔ **I understand that lessons have been reserved for me at a specific day and time. This is my time for which I am responsible until I provide a 2 week notification to discontinue lessons.**
➔ **Absences: Students are expected to attend each lesson on the day and time reserved for them. <u>There are no makeups given for missed lessons. In the event of an anticipated absence, a student will receive ONE excused absence credit per Season. Seasons are as follows: Sept1-Nov30 (Fall) Dec1-Feb 28 (Winter) March 1-May 31(Spring).</u> To receive an absence credit, the studio must be notified in advance no later than 12 noon on the day of the lesson scheduled, or by 7pm Friday for a Saturday morning lesson. <u>This credit is used toward the next billing cycle and is not refundable.</u>**
➔ **June 1-August 31 (Summer): Students are only billed for lessons that they know they are able to attend. For example, if in July if you can only attend 2 lessons, then you are only charged for those 2 lessons. <u>For this reason, during the Summer there are NO EXCUSED ABSENCES.</u>**
➔ **Lesson Payments will be due by the 28th of the month prior to lessons being given; That is, lessons for April will be paid by March 28th. The number of lessons billed is based on the number of lessons allocated to me for the next given month. For example, if my lesson day is Monday and there are 4 Mondays in the next given month, then I will be billed for 4 lessons. Lessons for the month will be pro-rated for new students depending on their start date.**
➔ **A late fee of $15 will be added to any statement that is more than 15 days past due.**
➔ **If my account becomes repeatedly past due I will be required to enlist in auto-charge payment.**
➔ **A $30 fee will be charged to my account for any checks returned.**
➔ **The Southbury Music Studio is not responsible for students or siblings of students left unattended.**
➔ **I understand the studio is closed only on the following Holidays: Labor Day, Thanksgiving, Memorial Day, July 4th, and December 24- January 1.**

<mark>**By signing below, I agree to abide by the above studio policies:**</mark>

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