SherwoodParkMusic

REGISTRATION FORM FOR 2017-2018

Student(s') Name(s):1._____ M / F 2._____ M / F

(Please circle gender) 3._____ M / F 4._____ M / F

Age(s):___/___/___/___ Date(s) of Birth: _____ _____ _____ _____

Contact Person(s): _____ _____

Address: _____

City: _____ Postal Code: _____

Phone (Home): _____(Work):_____(Cell):_____

e-mail _____(Please sign below to give us permission to contact you.)

Pre-Registration Day & Time Preference 1: _____

Preference 2:_____

Instrument(s): _____ _____ _____ Level(s) of Playing:_____

Teacher(s) Requested:_____

How did you learn about our establishment? _____

I agree to all policies on the reverse of this sheet - including our annual registration fee per family in the amount of $35 - and give permission for e-mail contact and use of photos for promotional purposes (eg newspaper, newsletters, website). If two separate parties are involved in registration and in making payment, then two signatures are required. Must be of legal age to sign this contract.

Signature #1: _____ Signature #2:_____

Today's Date:_____ Start Date: _____

For Office Use Only

_____

Program Date

Registration Fee:

_____

_____

_____

Rental Attached:

Yes

Method of Payment:

☐ Cash ☐ Interac ☐ Credit Card ☐ Pre-Deb ☐ Other

Beginner ☐

Continuing ☐

Regular ☐

Months: Sept Oct Nov Dec Jan Feb Mar Apr May June

Teacher(s):_____ Instrument(s):_____

Day(s) & Time(s):_____

Monthly Amount:_____ Last Lesson (Date):_____

Application Data Processed

☐

☐

☐

Receipt Wanted

Yes _____

Date Completed

Comments/Details DAT **Date** **Initials**

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SHERWOOD PARK MUSIC POLICIES

GUARANTEE OF REGISTRATION

All lessons for the year 2017 – 2018 must be paid in full.

1 student **$104.00** / 2 students **$204.00** / 3 students **$300.00** / 4 students **$392.00** /
5 students **$480.00** (per month)
45 Minute Lessons **$153.00** (per month) /1 Hour Lesson **$204.00** (per month)
1 student (30 minutes) + 1 student (45 minutes) **$255.00**
12 Week Introductory Program - $270.00 (12 Private - ½ hour Lessons)
Annual Registration Fee: $35

METHODS OF PAYMENT

Please Note: **Lessons MUST be Paid in Advance to June, 2018.**
Note: Single Monday students. Sept., Dec., Feb., & May., payments - $78.00 (each month)
PLEASE NOTE: September payment must be dated July 1st, 2017

1. Pre-Authorized Debit

Lessons Paid in Full - one payment for the full year. September - June - $1040.00
2 Payments for September - January for $520.00 (dated June 30th, 2017),
February - June 2018 for $520.00 (dated February 1st 2018)
10 Monthly payments dated the **1st of each month**. September is dated July 1st, 2017. Each month - $104.00
(See above for payment amounts for more than one student) If it is a Monday student, prices will be different.

2. Credit Card

If paying by credit card: *(*NOTE: Monday students will be a different amount)*
One payment - $1040.00 taken July 1st, 2017
Two payments - September – January for $520.00 (taken July 1st, 2017)
February – June for $520.00 (taken Feb 1st, 2018)

Card Number:_____ Expiry Date:_____

Card Holder (Signature):_____ Card Type:_____ VIN #_____

Circle Preferred Payment Schedule: One Two
(Amount dependent on time starting)

Sherwood Park Music *strives to create an enjoyable, musical atmosphere and provide quality music education. In order to ensure this it is necessary to have the following policies in effect:*

Please read and sign on Page 1:

·**Make Up Policy:** Sherwood Park Music has a NO-MAKEUP policy. Each teacher, however, has their own individual make-up policy and questions regarding this must be directed toward the teacher. A copy of each teacher's policy will be handed out at the beginning of the student's lessons. Students must attend lessons weekly. If there is a lesson cancelled due to the teacher's absence, the lesson will be made up. **Cancelled lessons will not be refunded**.

·**Lesson Termination: One month's written notice MUST BE RECEIVED** from you when cancelling lessons indefinitely. This is to ensure the teachers have the opportunity to keep their schedules filled, and to keep the bookkeeping in order.
-If cancelling before the program begins, a $26.00 administration fee will be charged if payment has been made.
-For students taking the 12 week introductory program, a refund for the remaining lessons will be issued for those who cancel before the 3rd lesson. A $10.00 administration fee will apply.

·**Music Books/Accessories:** It is the student's responsibility to purchase the books required for lessons. The school does not provide the materials unless otherwise stated.

·**Other Fees:**
- **Examination Fees** – Paid directly to the Royal Conservatory of Music or Conservatory Canada
- **Festival Fees** – Paid directly to the Festival Association in which the student is participating
- **Accompaniment Fees** – Paid directly to the Accompanist
- **$15.00 Administration fee** will be charged for those who require receipts from previous school calendar years
- **$10.00 Late Payment fee will be charged, per month, when pre-payment has not been received.**
- **$20.00 Administration fee for returned payment**

Extenuating Circumstances: If circumstances, due to health or extended absences arise and you wish to keep your time spot and teacher, you are responsible for payment during that time. Make-ups have to be arranged with the instructor if it coincides with their personal make-up policy.