

Lesson Registration Form 2016



Start Date: _____/_____/_____
Teacher: _____
Day: _____ Time: _____
Office Use Only

Student information:

Student Name	School	Age
Parent/Guardian Name	Email Address	
Street Address	City	State Zip
Home Phone	Cell Phone	Work Phone

Billing information (please initial):

Full payment for the month's lessons and a one-time administrative fee of \$20.00 are due at registration. This fee applies to new students or students returning after an absence of more than 6 months. Families registering a second student will owe a \$10 fee with no fee required for a third student. Lesson billing is pro-rated for students starting mid-month.

_____ I authorize Creative Music Center to auto charge my credit card designated below on the 28th of every month the total number of lessons allocated to me for my lesson day in the following month. I understand that it is my responsibility to keep my credit card current.

CC Number _____ Exp. Date: _____
CC Type: AmEx Visa/MC Discover Debit CVV: _____

**** NOTE: Card holder name must match name of person responsible for billing.**

Your personal information is safe with us. Creative Music Center is compliant with federally mandated credit card protection and privacy law.

Lesson information:

Instrument: _____ 30-minute 45-minute 60-minute (circle one)
Instrument: _____ 30-minute 45-minute 60-minute (circle one)

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

We like to thank those who recommend Creative Music Center. Please tell us how you heard of us:

Name: _____ Ad: _____ Internet: _____ Other: _____

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****PLEASE READ AND SIGN BELOW****

Studio policies:

Absences:

- Lessons have been reserved for student at a specific day and time on an ongoing, weekly basis.
- Student is responsible for reserved lesson time until a **minimum notice of 2 lessons is provided to discontinue.**
- There are **no makeups** given for missed lessons.
- In the event of an anticipated absence, student will receive **one excused absence credit (“floating credit”) per semester block.** The semester blocks are as follows: **September 1 - January 31 (Fall)** and **February 1 – June 30 (Spring).** A floating credit becomes available to new students after four lessons and must be requested in advance no later than 12 noon on the same day of the lesson scheduled. This credit will be used toward the next billing cycle and is not refundable. Floating credits may not be used as part of the 2-lesson lesson cancellation notification.
- In the event of a teacher absence, the teacher may arrange for a substitute. There are no credits for lessons missed if a substitute has been provided. If a substitute has not been provided, student will receive a credit to be applied toward the next billing cycle.

Weather and lessons:

- Creative Music does not automatically follow the school closing schedule.
- Lesson cancellation decisions will be made no later than 12 noon of lesson day.
- In the event of weather, lesson cancellations will be posted on our website (www.thecreativemusiccenter.com) and Facebook page.
- Should lessons be cancelled, online lessons may be an option and offered by student’s teacher. If online lessons are not an option, student will receive a credit to be applied toward the next billing cycle.

Other:

- Creative Music Center is not responsible for students or siblings of students left unattended.

Payment Information:

- Lesson payments are due in advance and will be charged to credit card designated for auto pay on student’s account on the 28th of the month *prior* to lessons being given.
- The number of lessons billed is based solely on the number of lessons that are allocated to student in the next given month. (e.g., If student’s lesson day is Monday and there are four Mondays in a given month, student will be billed for four lessons. If there are five Mondays in a given month, student will be billed for five lessons.)
- Lessons will be pro-rated for new students according to their start date.
- Payment for sheet music, books and/or musical accessories given to a student by his/her teacher are to be paid in-store at time of receipt. Any items on student’s account that have not been paid will be charged to credit card designated for auto pay on student’s account.
- If student’s account becomes 10 days past due, a late fee of \$25 will be assessed and student’s lessons may be put on hold or cancelled until his/her account is brought current.
- Failure to pay the full balance on student’s account may result in default at which time student (parent/guardian if student is under 18 years old) will become responsible for Creative Music Center’s costs incurred due to the collections process.

Photograph & Video Release Form (please initial one):

_____ (please initial) I hereby **grant permission** to the rights of my image or my child’s image, likeness and sound of my voice or my child’s voice as recorded on audio or video tape without payment or any other consideration. This release applies to photographic, audio or video recordings collected as part of Creative Music Center sessions. By initialing here, I understand this permission signifies that photographic or video recordings of me or my child may be electronically displayed via the internet, social media or printed materials.

_____ (please initial) I hereby **decline permission** to the rights of my image or my child’s image, likeness and sound of my voice or my child’s voice as recorded on audio or video tape without payment or any other consideration.

By signing below, I agree to abide by the above studio policies and payment information:

Parent / Guardian Signature **

Date

**** Signature must match name of billing contact.**