

# Lesson Registration Form 2020



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

## Student information:

Student Name	School	Birth Date	
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 an administrative fee of \$30.00 are due at registration. Families registering a second student will owe a \$20 fee with no fee required for a third student. The administrative fee is waived for students returning after a 3-month absence or less. 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 28<sup>th</sup> 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.**

**A credit card is required to be held on student's account to cover any sheet music, books or accessories provided by instructor.**

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: \_\_\_\_\_

**\*\*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 may receive **one excused absence credit (“floating credit”) per semester block**. The semester blocks are as follows: **September 1 - January 31 (Fall / Winter)** and **February 1 – June 30 (Winter / Spring)**. A floating credit becomes available to new students after four lessons and must be requested in advance no later than 12:00 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 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 for lessons Monday thru Friday with Saturday lessons to be decided no later than 6:00 pm the previous evening whenever possible.
- In the event of weather, notification of lesson cancellation will be emailed and/or texted to student as well as posted on our website ([www.thecreativemusiccenter.com](http://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:

- Off-site student recitals are scheduled in winter and spring with exact dates to be determined by studio.
- 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 28<sup>th</sup> 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.
- In the event that lessons are discontinued, resulting lesson credits will not be refunded but will be held on student’s account for future use by student or family member.
- Payment for sheet music, books and/or musical accessories must be made at time of receipt. Any item(s) on student’s account that have not been paid will be charged to credit card on student’s account.
- If student’s account becomes 7 days past due, a non-refundable late fee of \$20 will be assessed and student’s lessons may be put on hold until his/her account is brought current.
- A \$30 fee will be charged to student’s account for any checks returned.
- Any student returning after a 3 month or longer absence will be charged another administrative fee of \$30 (\$20 if second student in family is currently taking lessons).
- 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.
- Creative Music Center reserves the right to cancel lessons at any time.

**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. I understand my child’s name will not be displayed without my specific consent.

\_\_\_\_\_ (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:**

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Parent / Guardian Signature \*\*

Date

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