



THE
SOUTHBURYMUSIC
STUDIO

Lesson Registration Form 2018

1) Student Information:

Student(s) Name _____ Age _____

Parent/ Guardian Name(s) _____

Cell Phone # _____ Alternate Phone # _____ Allow Text Alerts: Y N

Home address (Billing address) _____ E-Mail Address _____

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

Billing Name _____ Address _____

Cell Phone # _____ Home Phone # _____ Work Phone # _____

3) PAYMENT INFORMATION: (Please Initial One)

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

_____ Please keep my current lesson* _____ for Fall
Day- Time- Teacher

_____ 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 keep my current lesson* _____ for Fall
Day- Time- Teacher

*****PLEASE READ and SIGN BELOW*****

Studio Policy

5) Studio Policy:

- 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. There are **no** makeups given for missed lessons. In the event of an anticipated absence, students will receive ONE excused absence credit per Season. Seasons are as following: Sep 1-Nov 30 (Fall), Dec 1-Feb 28 (Winter), Mar 1-May 31 (Spring). 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 Saturday lessons. This credit is used toward the next billing cycle and is not refundable.
- June 1-August 31 (Summer): Students are only billed for lessons that they know they are able to attend. For example, if in July you can only attend 2 lessons, then you are only charged for those 2 lessons. For this reason, during the Summer there are NO EXCUSED ABSENCES.
- Rescheduling: If you need to reschedule a lesson you must do so **by 12 noon the day of the lesson** scheduled, or **by 7pm Friday for Saturday** lessons.
- Teacher Absences: If your teacher is absent, a substitute may replace the teacher for that week. There are no credits for lessons missed if a substitute has been provided. Should your teacher be absent for more

than two weeks, you will be notified by phone call or e-mail. Students will be given a credit for teacher absences if we are unable to provide a substitute.

- Lesson payments will be due the **last lesson day of the month** for the following month.; that is, Monday lessons for April will be paid by the last Monday in March. 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.
- The studio is closed **only** on the following holidays: Labor Day, Thanksgiving, Memorial Day, July 4th, and December 24-January 1.

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

Studio Policy (Customer Copy)

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