



## Music Registration Form

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Birthday: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Registration: \_\_\_\_\_ Lesson Start Date: \_\_\_\_\_

Instrument: \_\_\_\_\_ Instructor: \_\_\_\_\_

Lesson Day: \_\_\_\_\_ Lesson Time: \_\_\_\_\_

Lesson Length: 30 min \_\_\_\_\_ One hour: \_\_\_\_\_

We require a credit/debit card to be put on file in your student's account. A staff member will swipe your card at the desk upon registration. All tuition is due on the 1<sup>st</sup> of each month. A late fee of \$10 will be added on the 7<sup>th</sup> of the month. **If there is no payment made by the 10<sup>th</sup> of the month, your card will be charged your account balance which would include any fees.** To avoid this from happening, please be sure to make your payments by the due date. **We must be notified if you drop classes to avoid your card from being charged. If you just stop coming to class, you will be charged appropriately as we may not realize you have dropped.**

You have the option to enroll in our AutoPay Program, which will be set as a recurring fee on the 1<sup>st</sup> of every month. All fees will be charged upon due date for those on auto pay.

**Please check the box if you would like to enroll in our AutoPay Program that will automatically charge your card on file on the 1st of every month. This is a recurring fee until the season is ended or you withdraw from the program. This is an easy way to avoid late fees.**

**The signature below signifies that I have read and agree to the attached policies and authorize Footnotes Dance & Music Studio to charge my credit card any open balance on the 10th of each month.**

We the staff at Footnotes Dance & Music, recognize our obligation to make sure our students and their parents are aware of the risks and hazards involved in the sport of dance. By signing this waiver, you release Footnotes Dance & Music Studio and all its employees from all claims on account of any injury which may be sustained by you or your child while attending any dance class, event, or outside performance. In signing this waiver you also acknowledge your responsibility in paying monthly tuition, any associated costumes, entry fees for performances or competitions, and all other communicated costs involved. You also affirm you now have and will continue to carry proper primary medical, health, hospitalization, and accident insurance which you consider adequate for the protection of both your child and Footnotes Dance & Music Studio. I give permission to take photographs of the students to use in brochures, web sites, advertisements and other promotional materials the studio creates.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Card: Visa / MasterCard / Discover

Swipe into account: \_\_\_ Yes \_\_\_ No      Staff Initials: \_\_\_\_\_

## Policies & Procedures

### Tuition and Payments:

A half hour private lesson will be scheduled for the same day and time every week. Lessons are booked and paid for in advance on a monthly basis at the flat rate of \$20 per lesson. Tuition is due by the 1st of every month. Tuition may be paid by cash, check, Visa, Mastercard, or Discover. A late fee of \$10 will be added to your account on the 7th of the month. If no payment has been made by the 10th of the month, that month's balance along with the late fee will automatically be charged to a Visa, Mastercard, Discover account, which is required to be on file. *No refunds for discontinued lessons.*

### NSF Payments:

I hereby authorize Footnotes Dance & Music Studio to automatically debit my credit card account for the amount of any NSF paper check transaction plus a \$35 NSF fee. There is a \$35 fee for a declined credit card transaction that will be automatically added to your account.

### Student Absences:

You may reschedule a lesson as long as a 24 hour notice is given if there any available openings. It is the student's responsibility to make arrangements with the Music Director for all make-ups. The time can only be made up within the month following the missed lesson. Rescheduled lessons can be taken with your instructor or another member of our qualified staff. *Cancelled make-ups cannot be rescheduled.*

### Instructor Absences:

In the event that your usual instructor is absent, another qualified member of our staff will be available to substitute the lesson. If a substitute cannot be provided, you will receive a per lesson credit of \$20 towards your next month's tuition.

### Holidays:

Our lesson schedule does not follow the school calendar. Studio closures dates are listed on our studio calendar. Please ask the front desk for a copy for your records.

### Termination of Lessons:

Two weeks notice is required to discontinue any lessons. To withdraw from lessons a parent must inform the front desk or Music Director. You will be considered a student and billed accordingly unless we are notified.

Footnotes Dance & Music Studio reserves the right to terminate lessons to any student without notice. In such a case, a refund for unused lessons will be given. Footnotes Dance & Music Studio reserves the right to change policies as needed. Students will be notified of changes when they occur.