



## 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: \_\_\_\_\_

How did you hear about us? Web / Phonebook / Newspaper / Radio  
Drive by / Friend (Name?) \_\_\_\_\_

**Payments Accepted: Cash, Check, Visa, Mastercard, Discover  
A credit card is required to be on file:**

\_\_\_\_\_  
Last 4 Digits of Card Number

\_\_\_\_\_  
Exp Date

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 7th day of each month.

Signature \_\_\_\_\_

## 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 \$80 per month regardless if it's a 4 or 5 week month. If a Holiday falls on the day of your lesson, the lesson can be rescheduled or you will be given a per lesson credit of \$20 towards your next month's tuition. 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 5th of the month. If no payment has been made by the 7th 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 \$25 NSF fee. There is a \$5 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. 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. Private lessons will not be held on: New Year's Eve, New Years' Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, and Christmas Day.

### Termination of Lessons:

Two weeks notice is required to discontinue any lessons. *Withdrawal must be done in person and will not be accepted over the phone.* To withdraw from lessons a parent or adult student must:

1. Inform the front desk or Music Director
2. Complete and sign a withdrawal form provided by Footnotes Dance & Music Studio
3. You will be considered a student and billed accordingly unless a withdrawal form is completed

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.