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## 2016/2017 Registration & Policy Agreement

*Please Print Clearly*

### Registration

Student Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Birthdate: Day / Month / Year Age: \_\_\_\_\_ M \_\_\_ F \_\_\_ School Grade: \_\_\_\_\_

Name (Guardian): \_\_\_\_\_

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

Phone Numbers: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Instrument: \_\_\_\_\_ Lesson Length: 30 Min \_\_\_ 45 Min \_\_\_ 60 Min \_\_\_

Returning Student \_\_\_\_\_ New Student \_\_\_\_\_

Current Teacher: \_\_\_\_\_ Current Level / Book: \_\_\_\_\_

Preferred Day: \_\_\_\_\_ Preferred Time: \_\_\_\_\_

Preferred Day: \_\_\_\_\_ Preferred Time: \_\_\_\_\_

### Admin Only:

Teacher: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Instrument: \_\_\_\_\_ Start Date: \_\_\_\_\_

Registered By: \_\_\_\_\_ Entered & Filed By: \_\_\_\_\_

\$ \_\_\_\_\_ Per lesson \_\_\_ \$25 Registration/Recital Fee \_\_\_ \$15 Registration/Recital Fee

## Policies

### Lessons

Lessons may be paid by one of the following options:

- \_\_\_\_\_ Pre-Authorized Debit transactions (See PAD Agreement
- \_\_\_\_\_ Pre-Authorized credit card transactions
- \_\_\_\_\_ Two postdated payments, dated for September 1st and February 1st (for each semester)
- \_\_\_\_\_ One payment for the year to be processed on September 1st by credit card or PAD (Must be left at the time of registration)

\*\* All families are subject to an annual registration/recital fee of \$25.00 for monthly payments or \$15.00 for semester/yearly payments. This fee is per family.

\*\* Lessons will not start until payment has been received

\*\* A post-dated method of payment must be left prior to the start of lessons (Credit card or PAD program)

\*\* Any payments that are returned NSF or declined will be subject to a \$20.00 fee

\*\* Please ensure you make note of your start date and all lesson dates as per the Lesson Schedule. Music Central Ltd. / Allegro Music will not call with reminders regarding start and end dates or holiday closures.

I have read, understand and agree to the above payment terms of Music Central Ltd. / Allegro Music. I will take full responsibility for payment of this account.

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Signature of Parent or Guardian

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Date

### Lesson Cancellation

- Music Central Ltd. / Allegro Music will not provide make up lessons for student absences. Student absences may be made up at the teachers' discretion.
- Teacher absences are the full responsibility of the teacher. They will provide a make up lesson or a substitute teacher.
- We retain qualified teachers and reserve the right to substitute or replace teachers if and when necessary.

### Lesson Termination

- The first 4 weeks of lessons are a trial period. If for any reason you wish to terminate lessons during that time there will be no penalty. After that period we require 30 days written notice.
- In order to terminate lessons, Music Central Ltd. / Allegro Music administrative staff must receive notice in writing or via email at least 30 days prior to the final lesson.
- Remaining un-cashed payments will be destroyed
- Regardless of student attendance, the full amount of the last lesson month will be processed.

I have read, understand and agree to the above cancellation and termination policies of Music Central Ltd. / Allegro Music.

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Signature of Parent or Guardian

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Date