



22 Crystalridge Dr.
Okotoks, AB T1S 2C3
Phone (403) 938-2700
okotoksmusic@shaw.ca

2019/2020 Registration & Policy Agreement

Please Print Clearly

Registration Form

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 (see Credit Card Agreement)
- _____ Two postdated payments dated for September 1st and February 1st (for each semester) by PAD or credit card
- _____ One payment for the year to be processed on September 1st by PAD or credit card (must be left at 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.

** **Registration fees are non-refundable and are due at the time of registration.**

** 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 (PAD or declined (credit card) for any reason, will 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. will not call or email reminders regarding start/end dates or holiday closures.

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

Signature of Parent or Guardian

Date

Lesson Cancellation

- Music Central Ltd. will not provide make up lessons for student or teacher absences. Student absences may be made up at the **teachers' discretion.**
- Teacher absences are the full responsibility of the teacher. They will provide a makeup lesson or provide 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. Lessons can be terminated for any reason during this time without penalty. We do require written notice to withdraw.
- In order to terminate lessons, Music Central Ltd. 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.

Signature of Parent or Guardian

Date