

THE MUSICMAKERS ACADEMY PRIVATE LESSONS REGISTRATION FORM 2011-12

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Today's Date _____ **Semester: (check one) Fall '11** _____ **Spring '12** _____

Please Circle One: Lessons At Home Program --or-- Academy Program

Name of Mother (or guardian) _____ **Father (or guardian)** _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Daytime Phone _____

E-Mail Address _____

Student #1 Last Name _____ First Name _____ _____ Age ___ Date of Birth _____ Gender Male ___ Female ___ Instrument _____ Length: 30__ 45__ 45comb.__ 60__ Yrs. of study ('0' for beginner) _____ Category New _____ Continuing _____ Former _____
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Tuition:

Circle: Pre-pay Plan (pay in full) Monthly Plan (payments)

Tuition Student #1 \$ _____ (enter semester amount)

Tuition Student #2 \$ _____ (enter semester amount)

TOTAL FOR SEMESTER \$ _____

AMOUNT ENCLOSED \$ _____

Payment Method: Check Cash Credit Check #: _____ Date: _____ Postdated check #s: _____ through _____ Credit Card Type: Visa MC Disc. Card #: _____ Exp. Date: _____ V code: _____

Signature _____

*By signing this form, I certify that I have read the policies on the front and back of this form, and agree to abide by all policies described herein. I understand that tuition payments shall be made using either the **Pre-pay Plan: (Payment MUST BE MADE IN FULL BEFORE the first lesson): OR the Monthly Plan (Payment is made via postdated checks or credit card kept on file for you, and charged according to this schedule):***

Fall Semester: 5 equal installments due August 1, September 1, October 1, November 1, December 1

Spring Semester: 5 equal installments due January 1, February 1, March 1, April 1, May 1

Summer Semester: 2 equal installments due June 1, July 1

I understand that if I sign up for the Regular plan, but don't pay in full before the first lesson, I will be billed according to the tuition amount of the Extended plan. Sorry, we cannot make an exception.

[OFFICE USE ONLY]	
Teacher(s) _____ Day _____ Time _____ Start Date _____	Lesson Length: 30 45 60 45 C
Payments made 1____ 2____ 3____ 4____ 5____	



MusicMakers LLC: Private Lessons Terms and Conditions

MusicMakers, LLC will provide private music lessons to students. Although we strive to keep each student with the same teacher for every semester and recognize the importance of consistency, MusicMakers, like any other company, cannot guarantee the same teacher for every semester.

Please be aware that all MusicMakers teachers are under contract with MusicMakers to teach our clients through the MusicMakers program only, and are legally bound to a non-compete and non-solicitation agreement with MusicMakers, LLC. This forbids the teacher from teaching current or recent MusicMakers students or their families/referrals "on the side," outside of the MusicMakers program. Teachers understand that legal action will be taken if they are found in breach of this contract.

Terms of Payment: All tuition payments shall be paid by check or money order made out to "MusicMakers, LLC" and sent to 517 Hartford Road, Manchester, CT 06040, by credit card, or in cash. *Please note that our teachers are not authorized to accept payment directly from the Student.*

Tuition payments shall be made as follows:

Pre-pay Plan: Discounted payment is made in full before the first lesson.*
Monthly Plan: Payment is made via postdated checks or credit card kept on file and charged/deposited as follows:

Fall Semester: 5 equal payments due August 1, Sept 1, Oct 1, Nov 1, Dec. 1

Spring Semester: 5 equal payments due January 1, February 1, March 1, April 1, May 1

Summer Semester: 2 equal payments due June 1, July 1

** If you choose the Pre-pay Plan but neglect to pay the tuition in full before your first lesson of the semester, you will automatically be changed to the Monthly Plan and billed accordingly. Sorry, we cannot make an exception.*

Late Payment Policy: A default charge of 1.5% per month of the unpaid balance will be charged if payment has not been received within ten days of the due date. Student, or parent of student in the case of a minor, shall be liable for all costs of collection hereunder-including but not limited to legal fees and bank fees. There is a \$35 return check fee if a payment should bounce.

Lesson Withdrawal/Refund Policy: In order to withdraw and receive financial credit, students must submit a **written** withdrawal letter to the MusicMakers, LLC office. Notice to the instructor is not sufficient. Non-attendance does not constitute a withdrawal, and no deduction is made for temporary absences. The policy is based on the assumption that the student has paid the tuition in full prior to the date of withdrawal. Registration is based on a semester commitment. Therefore, the remaining tuition installments are not dismissed if withdrawal occurs before the balance is paid.

Due to contractual obligations for instruction and services, our policy is based on the schedule below:

Written termination letter from student received:

before the first lesson: 100% refund within the first 3 weeks: 40% refund
within the first 2 weeks: 60% refund within the first 4 weeks: 20% refund
after the first 4 weeks: no refunds

Make-ups/Cancellation Policy:

The only guaranteed make-ups are for teacher absences and weather cancellations. Teachers try their best to make up student misses whenever possible, so long as 24 hours notice is given. All make-ups must be completed during this semester & cannot be rolled over. Designated make-up weeks are available, as well as special arrangement with teachers. "No Shows" will not be made up.

Teaching music is a profession, a business, and an art. Please note that these policies are in accordance with the recommended professional policies of the Music Teachers National Association. Policies are presented which allow our teachers to devote their continued energy to helping other people create and enjoy music.

I have read and understand these policies.

Signature : _____ **Date:** _____
(required of student, or parent if student is a minor)

Student Availability for Lessons (please check all available time blocks):

Semester (please circle one): **Fall 2011**

Spring 2012

Summer 2012

Do you take lessons at the Academy? or lessons in your home? Academy: Home:

What lesson length do you desire? Please circle:

30 minutes **45 minutes** **45 minutes combined** (2 instruments, ie. Piano/voice) **60 minutes**

(please note: if the student has been taking 30 minute lessons for 2 or more years, they are likely ready to move up to 45 minutes per week.)

Time Blocks	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
9am-12pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12pm-2pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2pm-4pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4pm-6pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6pm-8pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there anything special we should know about your choices of times?

Do you have a preferred teacher? If yes, please indicate teacher name:

FALL 2011 and SPRING 2012 TUITION INFORMATION: PRIVATE LESSONS

Payment of Tuition Options: *MusicMakers does not invoice for tuition.*

Option 1: Pre-pay (Discounted) Plan: Pay in full when registering (must be complete before your first lesson).

Option 2: Monthly Plan: Monthly payments using postdated checks or a credit card number kept in our file. Postdated checks and/or credit card information must be given to the office upon registering (must be complete before your first lesson).

** If you sign up for the Pre-pay plan but do not pay in full before the first lesson, you will automatically be put on the Monthly Plan without the discount. If you need special arrangements, please ask our director.*

** Any balance from previous semesters must be paid in full before you can begin lessons. We reserve the right to suspend lessons for non-payment of tuition.*

Methods of Payment Accepted: Cash. Checks. Visa, MasterCard, Discover, American Express in the office, over the phone, or by filling out the credit card information on your registration form.

Checks should be made payable to "MusicMakers, LLC" and should be mailed to 517 Hartford Road, Manchester, CT 06040 and/or placed in the "payments" mailbox outside of our office door.

** Postdated checks should follow the schedule given on your registration form.*

** As per our lesson policy, please do not give payment directly to the teachers.*

Your tuition includes weekly private lessons, lesson assignment book, master class, parent workshop, music money incentives, and special events as applicable. Books are not included in the tuition. Note: Students requiring an accompanist for performances, auditions, or other events will be billed an accompaniment fee separate from tuition.

Academy Lessons Program Lessons taken at MusicMakers			Lessons At Home Program Lessons taken in your home		
Length	Pre-Pay	Monthly	Length	Pre-Pay	Monthly
30 minutes	\$607	5 payments of \$135 = \$675	30 minutes	\$807	5 payments of \$178 = \$890
45 minutes	\$895	5 payments of \$199 = \$995	45 minutes	\$1201	5 payments of \$267 = \$1335
45 minutes combined*	\$1053	5 payments of \$234 = \$1170	45 minutes combined*	\$1341	5 payments of \$298 = \$1490
60 minutes	\$1215	5 payments of \$270 = \$1350	60 minutes	\$1602	5 payments of \$356 = \$1780

*Combination lessons are to be used solely for the purpose of one student taking instruction in two instruments during one lesson time. Two or more students may NOT share a combined lesson.

We are pleased that due to careful management, we did not have to raise many of the categories (including the 30 minute rate) in over 5 years. However, as our costs have increased substantially, there is a slight increase this year in some of the categories.

Although MusicMakers is a business, we are educators at heart who believe in the importance of quality instruction to all students. We do not want to see our students have to stop lessons due to financial difficulty when another creative solution may be found. Please ask the Director if you need a special arrangement.

Limited scholarships are available based on financial need, talent, and dedication to lessons.