



**THE MUSICMAKERS ACADEMY PRIVATE LESSONS REGISTRATION FORM
ABRSM PROGRAM ONLY - SCHOOL YEAR 2014-15**

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Today's Date _____

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 _____

Student #2 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 _____

Tuition:

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

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

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

Yearly REGISTRATION FEE: \$25

Accompanist Fee (strings/voice only) \$40

TOTAL Tuition FOR SEMESTER \$ _____

TUITION AMOUNT ENCLOSED \$ _____

(Due by Nov 1) ABRSM Exam Fee (Practical): \$ _____ **ABRSM Exam Fee (Theory): \$** _____

Payment Method: Credit Cash Check

Credit Card Type: Visa MC Disc.

Card #: _____

Exp. Date: _____

Check #: _____ Date: _____

Postdated check #s: _____ through _____

Signature _____

*By signing this form, I certify that I have read the policies on the second page 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).** Monthly payments are charged/deposited on the 15th of every month. You will not be required to fill out another registration form for Spring 2015, as we assume you are continuing for the remainder of the school year. We will automatically charge you for the Spring Semester on January 15th, 2015 unless we receive written notice by December 15th, 2014 that you will not be continuing. If you choose to pay by check, we must receive the tuition check for the Spring semester by January 15th, 2015 or your lesson spot will be forfeited.*

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. No exceptions.

[OFFICE USE ONLY]

Teacher(s) _____ Day _____ Time _____ Start Date _____

Lesson Length: 45 60 90 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", 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 15, Sept 15, Oct 15, Nov 15, Dec. 15

Spring Semester: 5 equal payments due January 15, February 15, March 15, April 15, May 15

Summer Semester: 2 equal payments due June 15, July 15

** 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. 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. Registration fees are non-refundable.

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 or after 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 the same 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):

Your email address: _____

Your phone number (best way to reach you): _____

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

What lesson length do you desire? Please circle: 45 minutes 60 minutes 90 minutes

Please indicate your lesson availability starting Fall 2014 below. Please give ALL availability to help us match you with the best teacher for your needs. We will automatically assume you are keeping your time slot continuing into the Spring 2015 semester unless we receive written notice by December 15th, 2014.

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:

** Note: Starting Fall Semester 2014, all Friday, Saturday, Sunday lessons will take place at our brand new, additional location on Purnell Place in Manchester. Other selected lessons during the week may also take place at that location. Please ask.*

FALL 2014 and SPRING 2015 TUITION INFORMATION: ABRSM PROGRAM

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

Option 1: Pre-pay (Discounted) Plan: Pay in full when registering (must be completed 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 completed before your first lesson). ***If we do not have postdated checks and/or a credit card for monthly payments, you will not be registered and permitted to start lessons.***

** 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. Credit cards: 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 or placed in Rachel Carlson's mailbox in the office.

** 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, 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 Per Semester			Lessons At Home Program Lessons taken in your home Per Semester		
Length	Pre-Pay	Monthly	Length	Pre-Pay	Monthly
45 minutes	\$1040	5 payments of \$229 = \$1145	45 minutes	\$1361	5 payments of \$300 = \$1500
60 minutes	\$1374	5 payments of \$304 = \$1520	60 minutes	\$1794	5 payments of \$394 = \$1970
90 minutes	\$1976	5 payments of \$435 = \$2175	90 minutes	\$2586	5 payments of \$570 = \$2850

- Tuition rates for 90 minute lessons includes a 5% discount.
- Tuition does not include the ABRSM Examination Fees (see next page).

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.

ABRSM EXAM FEES 2015

Practical

Level	Fee
Grade 1	64 USD
Grade 2	71 USD
Grade 3	77 USD
Grade 4	88 USD
Grade 5	96 USD
Grade 6	120 USD
Grade 7	132 USD
Grade 8	170 USD

Theory

Level	Fee
Grade 1	38 USD
Grade 2	45 USD
Grade 3	49 USD
Grade 4	59 USD
Grade 5	63 USD
Grade 6	68 USD
Grade 7	70 USD
Grade 8	78 USD

*Note: These are the USA exam fees required by ABRSM. MusicMakers fills out one application and sends it to ABRSM with one check for all participants' exam fees. MusicMakers does not keep any of the exam fee. Please be sure that the ABRSM Exam fee is paid to MusicMakers along with your registration, to be sure your child is included on the registration form. Any student not on the registration form to ABRSM will not be allowed to take the exam, according to the ABRSM policies, over which we have no authority.