



musicmakersacademy.com

Paula J Penna, MMed., BMus., Director

[paulajpenna@gmail.com](mailto:paulajpenna@gmail.com)

[cindy@musicmakersacademy.com](mailto:cindy@musicmakersacademy.com)

**Student/Parent: PLEASE FILL OUT: Payment Information:**

Last Name: \_\_\_\_\_ **Check one:**  Monthly Payments  Pay in Full  
Method of Payment:  Check #s \_\_\_\_\_  Credit Card  Cash  
Name on Credit Card: \_\_\_\_\_  
CC# \_\_\_\_\_  
Expiration: \_\_\_\_\_ Code: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**OFFICE USE ONLY:**

Date Received \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Date Received \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Date Received \_\_\_\_\_ Amount \$ \_\_\_\_\_ TEACHER ASSIGNED: \_\_\_\_\_

## REGISTRATION FORM SUMMER 2018

**STUDENT**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Work Phone \_\_\_\_\_

Birthday \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

**CIRCLE ONE: ACADEMY LESSONS or LESSONS AT HOME**

**PERSON RESPONSIBLE FOR PAYMENT**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**PARENT 1 OR ADULT STUDENT** (address & phone same as student)

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_

**PARENT 2 OR ADULT STUDENT SPOUSE** (if diff. than Parent 1)

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_

**SIBLING** (if already enrolled at MusicMakers) \_\_\_\_\_

Who Referred You? \_\_\_\_\_

**LESSON INFORMATION** (please add additional students/instruments on the back of this form and check here: )

**Student 1:**

Instrument \_\_\_\_\_ Office Use Only: Instructor \_\_\_\_\_

Lesson Length  30 min  45 min  45 min combo  60 min  New Student  Continuing Student  Transfer

**Student 2:**

Instrument \_\_\_\_\_ Office Use Only: Instructor \_\_\_\_\_

Lesson Length  30 min  45 min  45 min combo  60 min  New Student  Continuing Student  Transfer

**Note: Tuition payments are charged/deposited on the 15<sup>th</sup> of each month.**

**PHOTO RELEASE** (please see photo release policy)

I give permission  I DO NOT give permission for MusicMakers to use the above-named student's photo/image

*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.*

**By signing this form, I agree to The MusicMakers Academy Enrollment/Photo Release Policies on both sides of this form.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please read the Enrollment Policies and Information on the back of this

## ENROLLMENT POLICIES AND INFORMATION

### REGISTRATION AND ENROLLMENT

Summer registration, after the early enrollment date, requires a \$20 summer registration fee. All class times/teachers are subject to change.

### ATTENDANCE & MAKE-UP LESSONS

Regular attendance is expected of all students. No private lesson will be made up except for:

- Student illness: MusicMakers must be notified by 10:00 am on the day of the lesson to qualify for a make-up lesson. *Only one lesson per semester will be made up.*
- Teacher absence: Any lesson missed as a result of the teacher's absence will be made up.

### Make-up Lessons

Teachers will offer two alternatives for make-up days or a group lesson option where appropriate, before lessons are forfeited.

- All make-up lessons are arranged through the instructor.
- All make-up lessons for student illness will be forfeited upon early withdrawal.
- All makeups must be completed during the same semester the absence occurred and cannot be rolled over into another semester.

### BILLING & PAYMENT SCHEDULE

Payment is due in full upon registering, OR we require a credit card or postdated checks for each month given to us at the time of registering. Students may not start lessons until this condition has been satisfied. ***Please note: We DO NOT invoice – it is up to the responsible party to make payment in full on time using one of the two methods described above. Unpaid bills will result in late fees (see Late Payment Policy Below).***

Unpaid bills may result in the suspension of lessons, and balances must be paid in full prior to registering for a new year or for additional lessons. Questions regarding billing or current account information should be directed to the Business Office.

**ALL RETURNED CHECKS WILL BE ASSESSED A \$35 FEE WITHOUT EXCEPTION. Payments are made the 15<sup>th</sup> of each month.**

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

**Late Payment Policy:** A default charge of \$20 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, office fees, and bank fees.

### CHILD SAFETY AND CONDUCT

Signing on the front of this form indicates the parent/guardian's understanding and agreement as follows: For students under 18 years of age, a parent, guardian (or other responsible adult designated by the parent) should accompany the child while at MusicMakers instructional time or activities. Responsibility for each child's safe arrival, departure and for the child's safety and appropriate behavior while at MusicMakers (on or off school premises) rests solely with the parent or the parent's designated accompanying adult. Children under the age of 18 may not be dropped off/picked up more than 10 minutes prior to/after their designated lesson time. Teachers and staff are not childcare providers; please be respectful of Staff/Teachers time as they have students before and after your child(ren) and are not responsible for watching your child(ren) outside of their designated lesson time. A fee equal to an additional lesson will be assessed for unaccompanied students on premises more than 10 minutes before or after their designated lesson time.

### PHOTO RELEASE

By checking 'I give permission' on the front of this form, you give The MusicMakers Academy and their legal representatives permission to publish, without charge, any photographs/images of the student taken at The MusicMakers Academy or at off-site MusicMakers functions. You release all claims with respect to copyright ownership and publications including any claim for compensation related to use of the materials. Photos/images may be used in a current year or future year in print, electronic or video format, including but not limited to newsletters, flyers, press releases, advertising, website/social media, and other promotional materials. The info provided is held in confidence and are never sold.

***We strongly encourage students to keep up with their studies during the Summer!***

## **Tuition Prices for Summer 2018**

### **5 Lesson Option**

Academy Lessons Program			Lessons At Home Program		
Length	Regular	Extended	Length	Regular	Extended
30 minutes	\$203	2 payments of \$107= \$214	30 minutes	\$274	2 payments of \$144= \$288
45 minutes	\$289	2 payments \$152= \$304	45 minutes	\$369	2 payments of \$194= \$388
45 minutes combined*	\$338	2 payments of \$178= \$356	45 minutes combined*	\$431	2 payments of \$227= \$454
60 minutes	\$407	2 payments of \$214= \$428	60 minutes	\$547	2 payments of \$288= \$576

### **7 Lesson Option**

Academy Lessons Program			Lessons At Home Program		
Length	Regular	Extended	Length	Regular	Extended
30 minutes	\$284	2 payments of \$107 = \$299	30 minutes	\$383	2 payments of \$144 = \$403
45 minutes	\$404	2 payments \$152 = \$425	45 minutes	\$516	2 payments of \$194 = \$543
45 minutes combined*	\$473	2 payments of \$178 = \$498	45 minutes combined*	\$604	2 payments of \$227 = \$635
60 minutes	\$569	2 payments of \$214 = \$599	60 minutes	\$766	2 payments of \$288 = \$806

### **10 Lesson Option**

Academy Lessons Program			Lessons At Home Program		
Length	Regular	Extended	Length	Regular	Extended
30 minutes	\$366	2 payments of \$191 = \$385	30 minutes	\$492	2 payments of \$259 = \$518
45 minutes	\$520	2 payments of \$273 = \$547	45 minutes	\$663	2 payments of \$349 = \$698
45 minutes combined*	\$608	2 payments of \$320 = \$640	45 minutes combined*	\$776	2 payments of \$408 = \$817
60 minutes	\$732	2 payments of \$385 = \$770	60 minutes	\$984	2 payments of \$518 = \$1036

*\*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. This option is appropriate ONLY for children under the age of 13.*

We require a credit card on file or postdated checks (One check filled out per month June and July) made payable to MusicMakers, LLC returned to us with registration form.

^ Pre-Pay is a discounted amount if tuition is paid in full before the 1<sup>st</sup> lesson, when registering. Otherwise, monthly payments are made. *If you sign up for the Pre-Pay but do not pay your tuition in full before your first lesson, you will automatically be charged the full tuition price without discounts.*

***Please note: We DO NOT invoice – it is up to the parent to make payment in full using one of the two methods described above.***

If you have a special circumstance requiring a special payment arrangement, we are happy to work together with you to find a viable solution if possible.

## FAMILY & FRIENDS

Would you like us to call someone you know who is interested in music lessons, would like a lesson evaluation for their young child, or who may be interested in our early childhood music programs? If so, please list them here (with their permission) and we will contact them. If they register for a full semester, **you will get a referral fee of \$25** taken off a future tuition payment when they complete their semester! We appreciate your referrals, and we promise to take good care of them.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

MusicMakers hosts many special music events that may be of interest to grandparents, aunts/uncles or other family/friends. Please complete this form so that we can notify them of upcoming events. Thank you for your assistance!

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_