



musicmakersacademy.com

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**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: \_\_\_\_\_

**OFFICE USE ONLY:**

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

## REGISTRATION FORM School Year 2018-2019

Today's Date: \_\_\_\_\_

**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 1st 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 go to the next page and read the Enrollment Policies and Information

## ENROLLMENT POLICIES AND INFORMATION

### REGISTRATION AND ENROLLMENT

Enrollment for lessons is for the entire academic year (September to June). Registration is ongoing throughout the academic year and tuition will be prorated as applicable. Tuition is required at time of registration. A registration fee of \$35 per semester is charged to each student; a second student in the same family is charged \$25 and additional students in the same family will not be charged a registration fee. 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 (two per academic year) will be made up.*
- Teacher absence: Any lesson missed as a result of the teacher's absence will be made up.
- Emergency school closing: When inclement weather forces the cancellation of activities, all lessons/classes will be made up whenever possible.

### 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

Private instruction enrollment is for the entire academic year (Fall and Spring). *Summer is registered/billed separately.* 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. Each student is assessed a \$35 nonrefundable registration fee, first sibling \$25, remaining family members no registration fee. ALL RETURNED CHECKS WILL BE ASSESSED A \$35 FEE WITHOUT EXCEPTION. Payments are made the 15<sup>th</sup> of each month.

**Refunds/Discontinuance Policy** Discontinuance without penalty only occurs mid-year between the fall and spring semesters, due by December 15th and requires advance written notice to the MusicMakers before the beginning of the second semester. Notice to the teacher is not sufficient. Should discontinuance be elected by the student/family for any reason, a completed and signed Discontinuance Form must be on file at the MusicMakers. Forms are available from the Business Office. The MusicMakers may impose discontinuance upon any student in the event of excessive absence or late payments. *Enrollment is for the entire academic year.*

- Students ceasing private lessons prior to the end of a semester are still liable for the full semester's tuition.
- All make-up lessons for student illness will be forfeited upon early withdrawal.
- No refunds are given for materials fees, special program fees/tuition such as ABRSM, or registration fees
- Discontinuance imposed by the MusicMakers for poor attendance, failure to pay tuition on time, poor behavior, etc is not subject to any refund, and balance due for the semester shall remain payable.
- Temporary discontinuance may be elected if a student should miss three or more consecutive lessons due to an extreme case of illness (e.g., broken bone), only with permission from the Director. The Director must be informed of the exact dates of absence before the temporary discontinuance begins. Notice to the teacher is not sufficient. Tuition is paid in full for all missed lessons. The teacher is obligated to make up half of the missed lessons.

**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.

## SCHOLARSHIPS

Limited scholarships are available to students in good standing and financial need, as decided by the Director. To be considered for a scholarship, the student/s must be registered for lessons (including the \$35 registration fee) and a completed Scholarship Form (including the required supporting documentation) must be submitted to the Business Office. The application cannot be processed until all documents have been received. Scholarships are awarded subject to availability of funds. Awards are based on need as. A student in good standing attends lessons consistently with no more than 1 absence per semester, attends all recitals, attends all master classes, completes his/her assigned homework regularly, and parents attend all Parent Workshops. Scholarship money is applied to the student's bill each semester, resulting in a reduced fee for lessons actually attended by the student. Scholarships can be discontinued if the student is no longer considered by the Director to be in good standing. After proving himself/herself, student may be eligible to re-apply in future semesters.

## 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.

## TUITION 2018-2019 (PER SEMESTER--Fall/Spring)

### Academy Lessons

Length	Pay in Full <sup>^</sup>	Monthly Pmts
30	\$712	\$150/month
45	\$1049	\$221/month
45 combined**	\$1235	\$260/month
60	\$1420	\$299/month

### Lessons At Home

Length	Pay in Full <sup>^</sup>	Monthly Pmts
30	\$941	\$198/month
45	\$1406	\$296/month
45 combined**	\$1643	\$346/month
60	\$1881	\$396/month

### \*ABRSM Academy Lessons

Length	Pay in Full <sup>^</sup>	Monthly Pmts
45	\$1240	\$261/month
60	\$1610	\$339/month

### \*ABRSM Lessons At Home

Length	Pay in Full <sup>^</sup>	Monthly Pmts
45	\$1596	\$336/month
60	\$2071	\$436/month

Each student is assessed a \$35 nonrefundable registration fee, first sibling \$25, remaining family members no registration fee. Registration fees are charged each semester. This will be added on to the first payment of each semester.

We require a credit card on file or postdated checks (One check filled out per month Sept 1 through June 1) made payable to MusicMakers, LLC returned to us with registration form.

<sup>^</sup> **Pay in Full** 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.*

**\*ABRSM Tuition** is for private lessons and ABRSM workshops only. There are additional fees from ABRSM organization for test fees, accompaniment fees, and students will need ABRSM materials.

**\*\*Combination lessons** are only for ages 5-11 and solely for the purpose of a young student taking instruction in two instruments during one lesson time with one teacher. Two or more students may not share a combined lesson, and older students (over 11) may not use this option, as it is inappropriate for educational purposes and progress.

***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.

# Student Availability for Lessons School Year 2018-19

(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:

**30 minutes   45 minutes   45 minutes combined** (see above explanation) **60 minutes   90 minutes**  
 (please note: if the student has been taking 30 minute lessons for 2 or more years or are age 8+, they are likely ready to move up to 45 minutes or 60 minutes per week to continue making proper progress)

Please indicate your lesson availability starting Fall 2018 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 2019 semester unless we receive written notice by December 15<sup>th</sup>, 2018.

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"/>

*\*Shaded areas indicate: These are not regular hours in the Academy studios, but we may be able to arrange lessons in your home, subject to teacher availability*

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

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

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**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 \_\_\_\_\_

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

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

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

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