



# REGISTRATION FORM School Year 2020-2021

**STUDENT(s)**

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Birthday \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
 School \_\_\_\_\_

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

**PARENT 2** (address & phone same as student)

Name \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Email \_\_\_\_\_

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

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

**PARENT 1 (PERSON RESPONSIBLE FOR PAYMENT)**

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Note: Tuition payments are due on the 1st of each month.**

**PHOTO RELEASE** (please see photo release policy on next page)  
 I give permission  I DO NOT give permission for MusicMakers to use the above-named student's photo/image

**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

*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*

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

**Name of person paying:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **CHECK ONE OPTION:**  Monthly Payments  Pay in Full

**Choose Your Method of Payment:**  Debit My Bank Acct  Charge my Credit/Debit Card  I'll PayPal you (only available if paying in full, not for monthly payments)

**Bank Acct:** Bank Name: \_\_\_\_\_ Acct # \_\_\_\_\_ Bank Routing #: \_\_\_\_\_

**Credit/Debit Card:** Name on Card: \_\_\_\_\_ CC#: \_\_\_\_\_

Expiration: \_\_\_\_\_ Code: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**PayPal:** Please use email address [paulajpenna@gmail.com](mailto:paulajpenna@gmail.com) and select "Friends/Family" option please



## ENROLLMENT POLICIES AND INFORMATION

### REGISTRATION AND ENROLLMENT

To be fully registered and able to start lessons, we must receive your payment and your completed registration forms. 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 student cancellation 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 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, debit card, or checking/savings account EFT set up in TeacherZone for automatic monthly payments. 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 15th 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**

### Registration fees are non-refundable

**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/Video of the student taken at The MusicMakers Academy, Virtually, 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 Prices for School Year 2020-2021 (tuition below is per semester):

**Please note:** Although we typically increase tuition based on the rate of inflation and cost of living increases, this year we have frozen the rates with no increase. We have not increased our tuition since 2016. We hope that this helps, even in a small way.

### 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  |

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.

#### 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  |

**NOTE:** We require a credit card on file, debit card on file, EFT authorization in our system, or PayPal. PayPal may be used ONLY for the Pay in Full Option, not for monthly payments.

We have this policy in order to keep our administrative costs down. It costs us a lot of money to chase down money, and too many times we do not receive the tuition even though we have provided the lessons. This has resulted in legal costs for us, as well. Therefore, we put these policies in place in order to not have to spend our valuable time and money chasing money owed, and to avoid raising tuition on everyone to cover the costs caused by a few. Thank you.

#### \*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  |

<sup>^</sup> **Pay in Full** is a discounted amount if tuition is paid in full before the 1<sup>st</sup> lesson, when sent in along with your registration form. 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** – our online “TeacherZone” lesson management system will set up automatically charges your card or electronically transfers funds from your designated bank account. It is up to the parent to make payment in full using one of the three 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.