

# Lesson Registration Form 2022-2023



Start Date: ____/____/____
Day: _____ Time: _____
Teacher: _____
Entered in AIM: ____ Acct #: ____
1st Lesson Payment: _____
Registration Fee \$30: _____
<b>Office Use Only</b>

## Student Information:

Student Name	School	Birth Date
Parent/Guardian Name	Email Address	
Street Address	City	State Zip
Home Phone	Cell Phone	Work Phone

## Billing Information (please initial):

Full payment for the month's lessons and a registration fee of \$30.00 are due once ongoing lessons are confirmed. Lesson billing is pro-rated for students starting mid-month. Families registering a second student will owe a \$20 registration fee with no fee needed for a third student. The administrative fee is waived for students returning after a 3-month absence or less.

\_\_\_\_\_ I authorize Creative Music Center to auto charge my credit card designated below on the 21st of every month, the total number of lessons allocated to me for lesson days in the following month. I understand that it is my responsibility to keep my credit card current.

CC Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
CC Type:  AmEx  Visa/MC  Discover  Debit CVV: \_\_\_\_\_

**\*\* NOTE: Card holder name must match the name of person responsible for billing.**

**A credit card must be held on the student's account to cover any sheet music, books or accessories provided by instructor.**

Your personal information is safe with us. Creative Music Center is compliant with federally mandated credit card protection and privacy law.

## Lesson information:

Instrument: \_\_\_\_\_ 30-minute/ \$40 45-minute/ \$60 60-minute/ \$80 (circle one)

Are you requesting a specific teacher? \_\_\_\_\_ (teacher name)

We would like to thank those who recommend Creative Music Center. Please tell us how you heard about us:

Name: \_\_\_\_\_ Ad: \_\_\_\_\_ Internet: \_\_\_\_\_ Other: \_\_\_\_\_

Please list any previous music experience: \_\_\_\_\_

**\*\*PLEASE READ AND SIGN BELOW\*\***

**LESSON POLICIES:**

**Scheduling and Absences:**

- Students' lessons are reserved for a specific day and time on an ongoing, weekly basis for the duration of a semester. The semester blocks are as follows: **Aug 29–Jan 31 (Fall/Winter), Feb 1–Jun 30 (Winter/Spring), and Jul 1–Aug 27 (Summer).**
- A minimum notice of 2 lessons is required to discontinue.
- There is **no makeup** given for missed lessons.

**Credits**

- In case of an anticipated absence(s), lesson credits may be requested to be used towards the next billing cycle
- **Credits will be applied to a customer's account. They will NOT be refunded to a customer's card.**
- **Floating Credit** – to be used in the event of an excused absence. **Only 1 allowed per semester block.** Floating credits become available to new students after four lessons and must be requested in advance no later than 24 hours prior to the day of the lesson scheduled. Floating credits may not be used as part of the 2-lesson cancellation notification.
- **Teacher Absence Credit** – Is given to the student in the event of a teacher's absence.
- **Vacation Credit** – Only available to students enrolled in the Summer Semester. Must be requested in advance.

**Weather and On-Line Lessons:**

- Weather-related cancellations will be decided no later than 12 pm during the week, with Saturday lessons to be decided no later than 6:00 pm the previous evening whenever possible. \*Note: These cancellations will not automatically follow school closings.
- In-person lesson cancellations will be emailed and/or texted to students as well as posted on our Social Media pages.
- Should in-person lessons be cancelled, on-line lessons may be an option offered by the student's teacher. If on-line lessons are not an option, students will receive a credit to be applied toward the next billing cycle.

**Other:**

- Off-site student recitals are scheduled in winter and spring with exact dates to be determined by the studio.
- Creative Music Center is not responsible for unattended students and children.

**PAYMENT PROCEDURES:**

- Lesson payments are due in advance and will be charged to the designated credit card on file on the 21st of each month.
- The number of lessons billed is based solely on the number of lessons that are allocated to the student in the next given month. (e.g., If a student's lesson day is Monday, they will be billed for the number of Mondays in each month)
- Lessons will be pro-rated for new students according to their start date.
- If lessons are stopped, remaining lesson credits will be held on the account for use in future lessons or by family members.
- Payment for sheet music, books and/or musical accessories must be made at time of receipt. Any item(s) on student's account that have not been paid will be charged to credit card on student's account.
- If a student's account becomes 7 days past due, a non-refundable late fee of \$20 will be assessed and student's lessons may be put on hold until his/her account is brought current.
- A \$30 fee will be charged to the student's account for any checks returned.
- Any student returning after a 3 month or longer absence will be charged another administrative fee of \$30 (\$20 if second student in family is currently taking lessons).
- Failure to pay the full balance on student's account may result in default at which time student (parent/guardian if student is under 18 years old) will become responsible for Creative Music Center's costs incurred due to the collections process.
- Creative Music Center reserves the right to cancel lessons at any time.

**Photograph / Video Release Form (please initial one) & Opt-In to CMC Monthly E-Blast Newsletter:**

\_\_\_\_\_ (please initial) I hereby **grant permission** to the rights of my image or my child's image, likeness and sound of my voice or my child's voice as recorded on audio or video tape without payment or any other consideration. This release applies to photographic, audio or video recordings collected as part of Creative Music Center sessions. By initialing here, I understand this permission signifies that photographic or video recordings of me or my child may be electronically displayed via the internet, social media, or printed materials. I understand my child's name will not be displayed without my specific consent.

\_\_\_\_\_ (please initial) I hereby **decline permission** to the rights of my image or my child's image, likeness and sound of my voice or my child's voice as recorded on audio or video tape without payment or any other consideration.

By submitting this Lesson Registration Form you agree to opt-in to receive our CMC Monthly E-Blast newsletter in your inbox. This will include announcements of storewide sales, lesson specials, enter-to-win opportunity drawings for special events, concert tickets and more! Your contact information will remain confidential and will not be shared or sold.

**By signing below, I agree to abide by the above Policies and Payment Procedures:**

\_\_\_\_\_  
Parent / Guardian Signature \*\*

\_\_\_\_\_  
Date

**\*\* Signature must match name of the billing contact.**