

18 Main Street Framingham, MA 01702

508-875-0909

School Year 2011-2012

Student's Last Name _____, First Name(s) _____

Age (if under 18) _____ > > Birth Date ____/____/____ Instrument(s) _____

Address _____ Town _____ Zip _____

Daytime Phone _____-_____-____ Alternate Phone _____-_____-____

Email Address _____

Name of Parent / Guardian _____

Credit Card No. _____-_____-_____-_____-_____

Expires ____/____ Name on Card _____

I heard about Centre Music by:

Yellow Pages Google Search

Referral Drive By

School Flyer News. Ad

Other _____

The Annual Registration Fee
of **\$20** is due with
Student Enrollment.
(Maximum of one due
per immediate family)

I have read the Policies and Procedures on the reverse of this form and agree to them.

Signed _____ Date _____

PAYMENT OPTIONS

- 1** \$429 per Trimester (13 weeks of lessons)
- A. By Automatic Credit Card (authorizing signature required*)
- B. By Automatic Checking (voided check and authorizing signature required*)
- Charges are processed in September, December, and March

- 2** \$145 per Month (less Holiday & Recess Credits)
- A. By Automatic Credit Card (authorizing signature required*)
- B. By Automatic Checking (voided check and authorizing signature required*)

(for office use)

Lesson Start Information

Start Date _____

Day / Time _____

Teacher _____

Lesson Length:

30 Min 45 Min 1 Hour

Date Registered ____/____/____

**Authorizing Signature for Automatic Credit Card or Checking Withdrawal*

Please sign here _____ Date _____

Please Note: Invalid card numbers, declined cards, and/or returned checks will result in a \$20 Service Charge.

Office use only : Initial Payment Processed and Received : Amount \$ _____ Date _____

Adjusted Master Book _____ Adjusted Register _____ Registration Paid _____ ACH Set-up _____

Music Lesson Policies and Procedures

The Year, 2011 - 2012:

We schedule the lesson year from September 2011 through August 2012 and teach through the year. The year is divided into 3 Trimesters: Fall, Winter, and Spring; and wraps up with Summer Sessions, roughly July and August. Each Trimester consists of 13 weekly lessons, less any applicable holidays. Lessons may be started at any time and the initial Trimester or Month is pro-rated from your start date.

Registration:

A non-refundable annual fee of **\$20** per student is required at the time of registration.
(There is a maximum of one Registration Fee per immediate family, per school year.)

Payment of Fees:

Under **Option 1**, payment will be processed **automatically** at the beginning of each **Trimester**. Payment may be made by Credit Card or by Pre-Authorized Automatic Checking. For Automatic Checking, a voided bank check and authorizing signature are required. Payments by Trimester shall be **\$429.00**. Any applicable credits will be applied to the following Trimester or refunded.

Under **Option 2**, payment will be processed **automatically** on a **monthly** basis. Monthly payments shall be **\$145.00** less any applicable credits. As with Option 1, payment is made by either Credit Card or by Pre-Authorized Automatic Checking.

For automatic payments made by Automatic Checking or Credit Card, the parent/student may request a specific transaction date as long as it is within 10 days of the beginning of either period, by Trimester or monthly. All lesson and rental payments are made by automatic charge. Incidental fees such as book purchases, instrument repairs, accessories, etc. may be paid by a one-time automatic charge or by regular credit card, check, or cash.

NSF Payments:

I hereby authorize Centre Music House to electronically debit my bank account/credit card account for the amount of any NSF (Insufficient Funds) paper check or auto-debit transaction plus a \$20 NSF fee.

Withdrawal and Refunds:

There is a 1 Trimester minimum for all lessons. One month notice by the First of the month is required to discontinue any class. Withdrawal must be done with the Administrative Staff at Centre Music House, not with the teacher. To withdraw from lessons, a parent or adult student must:

1. Inform studio administrative staff, and
2. Complete and sign a Withdrawal Form provided by the staff.

All automatic checking or credit card charging will stop after the one-month notice period. Centre Music House reserves the right to terminate lessons to any students without notice. In such a case, a refund for unused lessons will be issued.

Lessons/Trimester:

Basic lessons are once per week, a half-hour each. Some students may opt for 45 minute or hour lessons as scheduling permits. The price is adjusted accordingly. Each Trimester consists of 13 lessons. A **family-discount plan** is offered: **5%** discount for 2 lessons per week, **10%** for 3 or more lessons per week. Family members are described as siblings and/or parents/children.

Vacation and Holiday Policy

Lessons will not be held during the Christmas/New Years break, December 24 through January 2. Lessons will not be held during school breaks as defined by the Framingham Public Schools' calendar, February 20-25 (Winter Recess) and April 16—21 (Spring Recess).

Credit will be issued to students whose lesson days fall on specific national holidays. Those holidays are limited to Labor Day, Thanksgiving Eve, Thanksgiving Day, Memorial Day (May 28), and the Fourth of July (July 4). Other local, state, or school holidays or closings have no bearing on the Centre Music House schedule. Celebrants of Rosh Hashanah and Yom Kippur will be credited as long as advance notice is given of the intention to miss the lessons falling on those days. Each earned credit shall be \$33 less any applied discount.

Missed Lessons and Make-up Lessons:

No make-up lessons or refunds are given for student absence. If serious illness requires discontinuance of lessons, lessons and any charging or debit of accounts will cease within 72 hours of notice given. The lesson time will not be reserved unless it is paid for and there is no guarantee that the student will have a return lesson spot available once it is vacated. Any pre-paid, un-used lesson amounts will be refunded within 30 days.

Centre Music House reserves the right to offer alternative lesson times in the event a teacher is unable to attend a lesson or will attempt to arrange for a substitute teacher. In such a case, if no alternative is arranged, a credit of **\$33** will be issued and applied to the next payment period. In the event that lessons are cancelled by Centre Music House because of a holiday or any other reason, such as inclement weather, a credit of **\$33** for each such cancellation will be applied to the next payment period. If a lesson is to be missed, notification is appreciated.

Parent's Responsibility to be Aware of Dates and Events:

It is the responsibility of the parent or adult student to be aware of dates of lesson closure at Centre Music House. The calendar is available with the Lesson Enrollment form, on our website: www.centremusic.com, and notices of upcoming holidays/closures are regularly posted at Centre Music House. In the case of any unexpected closure, i.e. snow storms, notice of closure will be made by telephone. It is the responsibility of the parent/adult student to provide Centre Music House with accurate contact information and to notify the studio of any address or telephone number change.

Photo Release:

Centre Music House is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials Centre Music House creates. Permission is also hereby granted for Centre Music House to copyright such photographs in its name.