

# Individual Lessons Registration Form & Policies

New Mexico School of Music

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ (If Adult, day/month)

## BILLING INFORMATION:

Name (as it appears on your check/ credit card) \_\_\_\_\_ Relationship to student \_\_\_\_\_

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

Home phone \_\_\_\_\_ E-mail \_\_\_\_\_

## CONTACT INFORMATION:

Parent/ Guardian \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Parent/ Guardian \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Employer (for Adult Students) \_\_\_\_\_ Title \_\_\_\_\_

## How did you hear about us? (Please circle all that apply)

Dex Phone Book ~ Driving By ~ Internet ~ NMKids ~ Newsletter ~ School ~ Yellow Book

Newspaper Ad/ Article (Name of Paper) \_\_\_\_\_ ~ Radio Ad (Name of Station) \_\_\_\_\_

Music Store (Name of store) \_\_\_\_\_ ~ Referral (whom may we thank for the referral?) \_\_\_\_\_

Other (pls. specify) \_\_\_\_\_

## MUSICAL BACKGROUND:

Instrument / Class for which you are registering \_\_\_\_\_ Have you taken music lessons before? Y / N

(If yes) Length of Previous Study \_\_\_\_\_ Teacher (s) \_\_\_\_\_

If you have been involved in other musical activities (classes, orchestras, choruses, etc), please list them, including age when the student began, duration of activity, etc.: \_\_\_\_\_

**SCHEDULING:** Please list days & times you are available for lessons. Please be sure to list as many options as possible, as instructors often have limited availability.

Mondays \_\_\_\_\_ Tuesdays \_\_\_\_\_ Wednesdays \_\_\_\_\_

Thursdays \_\_\_\_\_ Fridays \_\_\_\_\_ Saturdays \_\_\_\_\_

**Location: NE SE**

## TUITION/ POLICIES / CALENDAR:

Tuition will be paid by the following method (**please circle one**):

A) Automatic Monthly Debit (separate authorization form provided)

B) Automatic Monthly Credit Card Charge (separate authorization form provided)

C) Series of post-dated checks for Academic Year; or

D) Payment in Full of Semester or Academic Year.

\*Private Lessons: There is a one-time registration fee of **\$35** for individuals, or **\$45** for families.

### FOR OFFICE USE ONLY:

Day of Registration: \_\_\_\_\_ Amt. Pd.: \_\_\_\_\_ Ck #: \_\_\_\_\_ CC: \_\_\_\_\_

Notes: \_\_\_\_\_ Instructor: \_\_\_\_\_ Day/Time: \_\_\_\_\_

Lesson Length: \_\_\_\_\_ Start Date: \_\_\_\_\_ STUDIO HELPER entered Init: \_\_\_\_\_

## New Mexico School of Music Policies

- There is a one-time registration fee of \$35 for an individual/\$45 for a family (2+ students). Registration fees do not require renewal. Initial: \_\_\_\_\_
  
- Enrollment is for a fall semester of 16 weeks (4 months), and a spring semester of 20 weeks (5 months). We require payment for all scheduled lessons in the semester. There is no charge for days when the school is closed for holiday. Initial: \_\_\_\_\_
  
- Tuition payments are due on the first business day of each month. Payment options are as follows:
  - Automatic Monthly bank debit or credit card charge.
  - Post-dated checks for the academic year
  - Payment in full of semester or academic year, by cash, check, credit or debit. (5% discount)
  - There will be a late fee of \$10 per month for all payments received after the 10<sup>th</sup> of the month. Initial: \_\_\_\_\_
  
- 30 days notice is required, in writing, to withdraw from lessons. Initial: \_\_\_\_\_
  
- One make-up is allowed per semester. Three make-ups are allowed per calendar year.
  - If a student cannot attend a lesson, 24 hours notice to the office is required in order for the student to be eligible for a make-up lesson.
  - Tuition for missed lessons will not be credited to your account or refunded. Make-up lessons are scheduled at the discretion of the instructor.
  - Make-up lessons may not be carried over from one semester to the next.
  - Any lessons cancelled by an instructor will be made up, and will not affect the student's one allotted make-up per semester.
  - In certain situations, the school may provide a substitute instructor if the regular instructor is not able to attend a scheduled lesson. Initial: \_\_\_\_\_
  
- If you plan to be gone for more than three weeks, and wish to hold a particular time slot, a deposit in the amount of one lesson will be required. Initial: \_\_\_\_\_
  
- It is vital that the school has up-to-date contact information for all students. Initial: \_\_\_\_\_
  
- The school is permitted to take photographs of students and for use in brochures, web-sites, posters, and promotional materials. The school is also permitted to copyright such images in its name. Initial: \_\_\_\_\_
  
- The school is not responsible for care of students before or after lessons. Students under 7 years of age must be accompanied by a parent or guardian. Parents are responsible for the behavior of their children, and in particular their use of the kitchen, water cooler, and bathroom. All students are expected to pick up after themselves, and to be respectful in our workspaces. Initial: \_\_\_\_\_
  
- No food or drink is allowed in any practice room. This includes water, candy, and gum. Initial: \_\_\_\_\_
  
- The school reserves the right to dismiss a student for inappropriate behavior, and/ or for non-compliance with any of the above policies. Initial: \_\_\_\_\_

**I have read and understood the above policies and agree to abide by them.**

Student Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Parent / Guardian / Adult student \_\_\_\_\_  
I have received a copy of this document for my own records      Initial \_\_\_\_\_