

REGISTRATION FORM 2011-2012

(Please Print)

Please read and sign the following registration form to indicate that you have read and understood the Rules and Regulations as outlined in the Arbutus Music Lesson Centre Policies.

Today's date:			Student ID:		
STUDENT INFORMATION					
Student's last name:			First:		Initial
Type of instruction:	Assigned Instructor:	Start date: / /	Day and time:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly	Age:
Email Address: _____			May we add you to our newsletter? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Street address:		Home phone no: ()	Alternate no: ()		
P.O. box:	City:	Province:	Postal Code:		
Were you referred by someone to Arbutus Music?		Name:		<input type="checkbox"/> Student	<input type="checkbox"/> Instructor
Why did you choose Arbutus Music?	<input type="checkbox"/> Location	<input type="checkbox"/> Referral	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Website	<input type="checkbox"/> Clinic <input type="checkbox"/> Other

PAYMENT/PARENT INFORMATION					
(Please arrange payment information with Lesson Coordinator)					
Parent's last name:			First:		Initial
Address (if different):				Home phone no.: ()	
Person responsible for fees:	Relationship:	Address (if different):		Home phone no.: ()	

IN CASE OF EMERGENCY				
Name of local friend or relative (not living at same address):		Relationship to student:	Home phone no.: ()	Work phone no.: ()
The above information is true to the best of my knowledge. I authorize my child to attend lessons.				
_____ Patient/Guardian signature			_____ Date	

REGISTRATION FORM 2011-2012 POLICIES

PAYMENT METHOD

LESSONS ARE PAID ON A MONTHLY BASIS DETERMINED BY THE NUMBER OF WEEKLY LESSONS REGISTERED BY THE STUDENT. PAYMENTS ARE DUE AT THE BEGINNING OF EACH CLASS AT THE START OF THE MONTH FOR ALL SCHEDULED LESSONS FOR THAT MONTH.

FOR EXAMPLE:

JIMMY REGISTERS FOR CLASSES EVERY TUESDAY AND THURSDAY FOR ONE HALF HOUR ONE ON ONE CLASS. FOR THE MONTH OF OCTOBER, THERE ARE FOUR TUESDAY'S AND THURSDAY'S.

EIGHT CLASSES AT \$20.00 PER CLASS = \$160.00 PAYMENT DUE ON THE FIRST TUESDAY OF OCTOBER.

DISCOUNTS / REFERRAL PROGRAM

LESSONS ARE ONLY DISCOUNTED THROUGH OUR REFERRAL PROGRAM. TO RECEIVE REFERRAL CARDS, PLEASE SEE THE LESSON COORDINATOR. FOR EVERY FIVE REFERRALS THAT REGISTER FOR AN ONGOING LESSON SCHEDULE, THE CURRENT STUDENT WILL RECEIVE A FREE LESSON.

PENALTY FEES

THERE IS A \$25.00 CHARGE ON ALL NSF CHEQUES.

CANCELLATION REFUNDS

REFUNDS ARE ONLY ISSUED WITH 48 HOUR NOTICE OF DEREGISTRATION OF CLASSES.

MISSED LESSONS

LESSONS WITH 48-HOUR OR MORE NOTICE ARE NOT CHARGED AND MAY BE RESCHEDULED. LESSONS WITH LESS THAN 48 HOURS ARE CHARGED AND MAY BE MADE UP AT THE AVAILABILITY AND DISCRETION OF THE INSTRUCTOR. NO NOTICE RESULTS IN A FULL LESSON CHARGE WITH NO MAKE UP PROVISION.

I have read and agree to the above stated policies of Arbutus Music Lesson Centre

Student/Parent Signature

Date