

Private Music Lessons – Student Enrollment Form

CONTACT INFORMATION

Student Name (s) _____ DOB _____

School (N/A for adults) _____ Male ____ / Female ____

Parent/Guardian Name(s) _____

Home Address _____

City/State/ZIP _____

Contact Phone Numbers (provide a minimum of 2) _____ / _____

Student's Email Address (if applicable) _____

Parent's Email Address _____

Tell us about any previous experience this student has had with music: _____

INSTRUMENT INFORMATION

Instrument: _____ Student: _____ Length per week: 30 min 60 min

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BILLING INFORMATION *Students are enrolled in our easy pay program which automatically collects your tuition fees at the beginning of each month.*

Circle One: Visa / MasterCard / Discover / American Express

Name as it appears on card _____ Exp Date _____

Card Number _____ CVV Code _____

Billing Address (____ Check here if same as above) _____

City/State/ZIP _____

Email Address for receipt _____

I _____ authorize North Florida Music Academy to charge my account tuition for my time slot(s) on the first day of each month. I understand that tuition will adjust accordingly dependent upon the number of lessons the student(s) is/are enrolled in. I also understand that one month's written notice from the 1st of the last month is required, and payments will cease the following month unless under contract, in which case payments will cease after the contract term has been fulfilled.

Cardholder's Signature _____ Date _____

PROGRAM SELECTION *Provide your signature next to the program of your choice and fill in the start date.*

Three Month Trial Program _____ **Six Month Program** _____

The three month trial session automatically transitions into our six month program unless notice of withdrawal is given by the first scheduled lesson of the third month. The six month program automatically transitions into a month-to-month program, with one month's notice required for withdrawal. **Start Date:** _____

How did you hear about North Florida Music Academy?

POLICIES & PROCEDURES

Tuition & Payment of Fees

- Tuition secures a time slot specifically for each student. Tuition amount will vary depending on the number of lessons student(s) are enrolled in.
- Tuition is due in full on the first of the month and will be charged to the credit card we have on file. If the card we have on file is declined, expired, or otherwise fails to process, the student/parent will be contacted so that the account can be settled. Payments not received by the 10th of the month will be assessed a \$15 late fee.
- Accounts not paid by the 30th of the month in which it is due will be turned over to a collections agency. Student/parent will be responsible for all charges and fees related to the collection process.
- No partial payments will be accepted and tuition is non-refundable.
- Tuition will not be prorated for any absences, illness, or vacation (see policy below).
- Additional fees may be incurred due to group lessons, recitals, music, etc.

Attendance

It is important that students are consistent and timely with their attendance to get the most out of their music education. If it is necessary that a student miss a lesson due to illness or some other factor, please be courteous and provide **24-hours notice** whenever possible so that instructors can adjust their schedule if necessary.

- Students are expected to attend their scheduled lesson on the same day and time each week, unless otherwise arranged in advance with their instructor or management.
- **Make-Up lessons are already built into our program!** Unlike other studios, we do not charge additional tuition when a fifth lesson falls within the month, which occurs several times each year. These additional free lessons account for absences due to cancellations by the student and holidays that may fall on their lesson day. Therefore, ***no additional make-up lessons will be scheduled.***
- If you need to **change your lesson day and time temporarily or permanently**, student must provide a full week's notice of the request in order to prevent missing a lesson before the change can be arranged.
- Instructors reserve the right to deny instruction for a class if a student's illness or behavior interferes with instruction.
- Lessons missed due to non-payment will not be made-up or rescheduled.
- If an instructor is unable to provide a scheduled lesson, a substitute will be provided. In the event that a substitute cannot be provided, the student may choose from their regular instructor's available time slots for a make-up lesson at a later date. If an instructor is running behind schedule, the instructor will either provide the student with the full lesson time by running over their scheduled time slot, or may choose to schedule make-up time if necessary.
- **Vacations** that result in students missing three or more lessons may be credited only if written notice is provided more than ***two weeks in advance***. However, the time slot cannot be held and the student will need to choose from the available times upon return. Student will be responsible for tuition starting from the return date listed on the vacation form.

Care of Students

North Florida Music Academy is not responsible for providing before or after lesson care for students. Parents with students under the age of eight are asked to remain in the music school during the lesson. Students are not to be left at the music studio for more than five (5) minutes before or after lessons.

Withdrawal

Students are enrolled on a continual monthly basis for a total of three, six, or nine months according to their contract of choice. To discontinue lessons, request a withdrawal form from your instructor or management. It must be ***submitted by the first (1st) day of the last month*** and only at the last month of their contract term or after. Student will be responsible for the remainder of their contract term and the last month of tuition before being removed from our easy pay system.

Materials

Students are responsible for the purchase of their own books, instruments, and other materials needed for the lessons they are receiving. Instructors will assist in referring our students to where they can obtain these items, however they are not responsible for providing them personally.

Referral Program

We truly appreciate your kind words about North Florida Music Academy, and we want to reward you for sending new students our way. For each family you refer that registers and references your name on our enrollment form, you'll receive \$10 off your next month's tuition! (Note that only one referral reward can be redeemed each month.)

Model Release

North Florida Music Academy, its instructors, agents, and other guests may photograph and or videotape students both at our place of business or off location such as at recitals. By enrolling in North Florida Music Academy, the parent/guardian/student agrees to release these images, video, and/or audio recordings which may be used for commercial and/or promotional purposes.

Release of Liability

As the legal parent/guardian, and or student (if not a minor), I release, indemnify and hold harmless North Florida Music Academy, its members, managers, employees, contractors and agents from and against any and all liability, claims, demands, and causes of action whosoever, arising out of or related to any loss, damage, or injury that may be sustained by the student and/or the undersigned, while in or upon the premises or any premises under the control and supervision of any of the NFMA Parties en route to or from any said premises.

North Florida Music Academy reserves the right to update our policies at any time, in which case a revised copy will be posted in our waiting room.

I have read, understand, and agree to North Florida Music Academy's Student Enrollment, Policies and Procedures.

Print _____ Sign _____ Date _____

***** FOR OFFICE USE ONLY *****

Family Enrollment Fee: \$30 Method of Payment: _____

1st Month's Tuition: _____ Notes: _____

Books & Materials: _____

Total Due at Enrollment: _____

Easy Pay Enrollment Start Date: _____ No. of Lessons: _____ Tuition Total: _____

Instrument: _____ Instructor: _____ Time/Day: _____

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