Reeder MUSIC ACADEMY

3482 Camino Tassajara, Danville, CA 94506. Tel: (925) 964-0571. Fax: (925- 964-9265); Email: info@reedermusicacademy.com

REGISTRATION FORM

1st Student Name _____ DOB (M/D/Y) _____ Sex (M/F) _____

2nd Student Name _____ DOB (M/D/Y) _____ Sex (M/F) _____

3rd Student Name _____ DOB (M/D/Y) _____ Sex (M/F) _____

Address

_____

(Street) (City) (Zip)

Email _____ Ph (H) _____ Work or Cell _____

Parent or Guardian Name(s) _____

Emergency contact Name _____

Ph (H) _____ Work or Cell _____

Method of Payment: Cash or Check (please make checks payable to **Reeder Music Academy**)
Tuition is due at the 1st lesson of the month. Please check each month if your lesson day occurs 4 or 5 times.

1. Class day and time _____ Instructor's Name _____

Instrument _____ Length of lesson _____ Group or Private (please circle one)

2. Class day and time _____ Instructor's Name _____

Instrument _____ Length of lesson _____ Group or Private (please circle one)

3. Class day and time _____ Instructor's Name _____

Instrument _____ Length of lesson _____ Group or Private (please circle one)

Private lessons

30 min: $33 per lesson or $32 for families taking more than one lesson per week
60 min: $60 per lesson or $58 for families taking more than one lesson per week

Semi- Private Lessons

30 min: $17 per lesson or $18 for families taking more than one lesson per week

A $24 per student/$36 per family non-refundable, annual fee is pro-rated due at the time of registration.

I have read & agree to all policies of Reeder Music Academy.

Parent / Guardian Signature _____ **Date** _____

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STUDIO POLICIES

PUNCTUALITY:

All lessons are scheduled back-to-back, so please try to arrive on time so you receive the time you've paid for. We cannot "go over" for students who arrive late, as this is not fair for the following student. Parents must not drop children off earlier than 10 minutes before their class. Students must be picked up immediately following their class. We cannot be responsible for overseeing students outside of class. If you arrive early or while another lesson is finishing, please come in and sit quietly in the waiting area. Your teacher will open the door when it is time for your lesson. We do not have a restroom inside the studio; however, there is one on the first floor of the building. Please encourage your child to use the restroom either before or after coming to their lesson, as this will save valuable lesson time.

TUITION:

The full month's tuition is due at the first class of each month. You may not deduct for lessons that you expect to miss. A late charge of $10.00 must be included for tuition received after the second class of each month. Bills will be sent only if tuition has not been paid by the end of the month; a billing. A $25.00 fee is charged for all returned checks. **NO REFUNDS ARE GIVEN ON TUITION**.

A $24 per student/$36 per family non-refundable, annual registration fee is due at the time of registration. This fee will be pro-rated according to the month you start. After that, the fee will be due the first week of January of every year.

MISSED CLASSES

We will do our best to provide make-up times for classes missed due to illness or other legitimate excuse; however, attendance is your responsibility. Credit is not given for missed classes. Students must notify of a lesson cancellation a minimum of 24 hours prior to lesson time. If 24 hours notice is given, then a make-up lesson will be scheduled at the earliest possible date. If less than 24 hours notice is given, students will be charged for the scheduled lesson and no make-up will be given. Any missed lessons, which are not made-up by the end of the month, may still be made-up the following month, however they cannot be used as credits towards your next month's bill. Please remember it is your responsibility to call and re-schedule missed lessons.

HOLIDAY SCHEDULE:

The week of Thanksgiving, the 2 weeks of Winter Break, and the week of Spring Break are optional weeks for private lessons. There are no group lessons these weeks. Please let your teacher know if you plan to attend your private lesson these weeks. If you cannot attend any of these weeks, you are not required to pay for them. During Summer Break students may skip a total of 2 weeks of lessons without being billed, but all other missed lessons must be paid for and made-up. We find the summer months to be very easy to schedule make-ups, since children are out of school. When possible students may schedule 2 lessons a week for the purpose of make-ups.

PARENT ETIQUETTE

Disruption of classes by parents, siblings, or others, will not be tolerated. Sitting in the classroom with your child during their lesson is not permitted. In some cases with very young students (4-5 years old) the instructor may request that a parent observe the lesson for the first few months. If parents and siblings wish to remain at the academy during the lesson, they may wait in the lobby or hallways. Siblings must be kept in control by parents and must not be a disturbance in the classroom or the waiting area. Siblings must not be left at the studio without parental supervision.

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PAYMENT OPTION FORM

Parent's Name(s): _____

Student(s) Name(s): _____

☐ **Automatic Debit Request from a CREDIT CARD**

☐ MasterCard
☐ Visa

_____
Card Number Expiration Date Card Security Code**

_____
Name as it appears on card

_____
Billing address City State Zip code

** 3-digits, non- embossed number printed on the signature panel on the back of the card.

Terms and Conditions of Payment:

All automatic debits will be charged on the first week of every month. The dollar amount can vary depending on services performed and materials provided.

The full month's tuition is due at the first class of each month. You may not deduct for lessons that you expect to miss. Credit is not given for missed classes. If 24 hours notice is given, then a make-up lesson will be scheduled at the earliest possible date. If less than 24 hours notice is given, students will be charged for the scheduled lesson and no make-up will be given. **NO REFUNDS ARE GIVEN ON TUITION.** You will be assessed a $25 fee on a declined Automatic Debit transaction. Expect to pay these fees in full before your next lesson.

Replacement Transactions must be in the form of cash, check, cashier's check, or money order. If transactions are returned three times your auto debit privileges will be cancelled.

Withdrawal Details:

If you wish to withdraw from your lessons you need to give 30 days written notice.

Authorization:

I have read and accept the general and financial policies as stated here. I understand that by signing this authorization, I am entering into an agreement with Reeder Music Academy, LLC.

I will give the academy office one month's written notice to discontinue these charges.

_____
Student (Parent) Signature **Date**