



Student Registration Form

Student's Name: _____ Home Phone No.: _____

Parent's Name: _____ Work Phone No.: _____

Address: _____

City: _____ Postal Code: _____

Cell Phone No.: _____ E-mail: _____

Date of Birth: _____ Age: _____

Last Grade in Music: _____ Theory Background (check one): Yes No

Noteworthy Health Conditions: _____

Emergency Contact: _____ Phone: _____

Relationship to Student: _____

To be completed by office

Instrument 1: _____ Grade: _____ Teacher Name: _____

Instrument 2: _____ Grade: _____ Teacher Name: _____

Classes Musicianship Ear-training Sight-reading (piano) Sight-reading (guitar)
 Avail.: Preschool Music: Toddler 3 year old 4-5 year old Kodaly Orff Suzuki
 Ensemble Garage Band Theory Composition Masterclass

Semester	Instrument or Class	Day	Time	Length (min)	No. of Classes	Rate per hr	Fee

Registration Fee	\$45.00
Other fees (see below)	
TOTAL	

Payment Plan (check one): Post-dated cheques Monthly (\$2 per month fee applies)
 Debit Card Cash Credit Card (3.5% charge)

Student Registration Agreement

Registration

- Registration consists of completing and signing the MSM Registration Form and submitting the applicable fees.
- All students must register for the entire school year. Fees are still charged for the entire year even when registration is after September 1st.
- All students until age 10 must combine private lessons with a class in musicianship/ear training/sight reading.
- Students will be required to participate in a minimum of two concerts.

Payments

- Payment for the registration fee is due immediately.
- All post-dated cheques must be submitted at the time of registration: one for the first semester dated September 1st and one for the second semester dated February 1st; or ten monthly cheques dated on the first of each month beginning on September 1st. A \$2/month surcharge is applied to payment by monthly cheques.
- All cheques must be made out to **08 29729BC LTD.**
- All NSF cheques will incur a \$30 service charge
- Private lessons will not commence until full tuition is submitted.

Make-Up Lessons and Classes

- Only up to three lessons per semester can be changed. No lessons can be carried over to the next semester.
- There are no make-up sessions for group classes.
- If the teacher is absent, then the lesson will be made up.

Missed Lesson Policy

The school requires notification of a missed lesson from the student or parent at least 24 hours ahead. If advance notice of 24 hours or more is given for missed

lessons, the teacher will create a waiting list and the lesson will be scheduled to a future time in the same semester at the discretion of the teacher and subject to time and studio availability.

Refunds and Withdrawal Policy

- There are no refunds for scheduled trial lessons, group classes, or summer lessons.
- Written notice, not less than 30 days ahead, is required to withdraw from private lessons for all semesters.
- Only the lessons remaining after the 30-day period will be refunded.
- A \$15.00 administration fee is applied to all refunds.
- **No refunds will be issued after March 1st.**

Late Arrivals

There is no extension of lesson time for latecomers. However, if the teacher is late, the missed time will be made up.

Communication

All communication relating to lesson changes and all other issues regarding the lessons must be through the MSM office. Teachers' personal contact information cannot be given out.

Statutory Holidays

MSM Vancouver is open on most statutory holidays, and students are expected to attend lessons at their usual scheduled time unless arrangements have been made in advance to have the lesson rescheduled.

Photographs

Occasionally, MSM music students will appear on photographs and videos, which may be used in the school's website or for documentation purposes.

Student Name: _____ (Please, print)

Parent/Guardian name (for students under 19): _____ (Please, print)

By signing below, I indicate that I have read and agreed to the terms of the Student Registration Agreement.

X _____

Date: _____