



# MASTERY

## SCHOOL OF MUSIC

### Student Registration Agreement

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  Suzuki

Ensemble  Garage Band  Theory  Composition  Masterclass  Other

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

<b>Registration Fee</b>	<b>\$90.00</b>
<b>Other fees (see below)</b>	
<b>TOTAL</b>	

Payment Plan (check one):  Post-dated cheques  Monthly (\$2 per month fee applies)  
 Debit Card  Cash  Credit Card (3.75% charge)

# Student Registration Agreement

## Registration

- Registration consists of completing and signing the **MASTERY** 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 1<sup>st</sup>. All students aged 12 and under must combine private lessons with a group class. For students aged 13 and over, an assessment test is required to be exempted from any theory, sight-reading, or ear-training classes. If exempted, such students studying piano, woodwind, or voice will be required to participate in three masterclasses per school year.
- Students will be required to participate in a minimum of two concerts.

## Payments

- Private lessons will not commence until full tuition is submitted.
- All post-dated cheques (to **08 29729BC LTD.**), must be submitted at the time of registration, one dated August 31<sup>st</sup> and one for the second semester dated Jan 31<sup>st</sup>; or ten monthly cheques dated on the first of each month beginning on September 1<sup>st</sup>. A \$2.00 per month surcharge is applied to payment by monthly cheques. The NSF charge is \$40.00.

## Make-Up Lessons and Classes

- Only up to two lessons per semester, for illness only, may be changed, subject to the teacher's availability. 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.

**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: \_\_\_\_\_

## Refunds and Withdrawal Policy

- There are no refunds for scheduled trial lessons, group classes, or summer lessons.
- Written notice, not fewer 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 \$100.00 administration fee is applied to all refunds.
- **No refunds will be issued after March 1<sup>st</sup> for any reason.**

## Late Arrivals

There is no extension of lesson time for latecomers. 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 **MASTERY** office. Teachers' personal contact information cannot be given out.

## Statutory Holidays

Mastery 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, **MASTERY** students will appear on photographs and videos, which may be used on the school's website or for documentation purposes.

## Responsibility for Damage

The cost of repairing damage to **MASTERY** property caused by students shall be borne by the parent(s) or guardian(s).