



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 Other

Semester	Instrument or Class	Day	Time	Length (min)	No. of Classes	Rate per hr	Fee
Registration Fee							\$100.00
Other fees (see below)							
TOTAL							

Payment Plan (check one): Post-dated cheques Monthly (\$3 per month fee applies)
 Debit Card Cash Credit Card (4% 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 1st.
- All students aged 12 and under must combine private lessons with a group class. For students age 13 and over, assessment test is required to be exempted from any theory, sight reading and/or ear training classes. If exempted, students age 13 and over will take one of the following classes: Masterclass, choir, music appreciation, art and/or soundscape workshops.
- 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 29th and one for the second semester dated Jan 31st; or ten monthly cheques dated on the first of each month beginning on September 1st. A \$3/month surcharge is applied to payment by monthly cheques. NSF charge is \$45.00.

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 _____

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 \$175.00 administration fee is applied to all refunds.
- **No refunds will be issued after March 1st for any reasons.**

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

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, **MASTERY** music students will appear on photographs and videos, which may be used in 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).

Date: _____