

Registration/ Membership Form

Date:		Account #: Office use only	
STUDENT INFORMATION			
		New	Returning
Last Name:	First Name:	Birthdate: MM/DD/YYYY	Age: Gender: M F
Last Name: <i>(use if registering an additional student)</i>	First Name: <i>(use if registering an additional student)</i>	Birthdate: MM/DD/YYYY <i>(use if registering an additional student)</i>	Age: Gender: M F <i>(use if registering an additional student)</i>
Mailing Address:	City:	Postal Code:	Home Number: Cell Number:
Email:	Emergency Contact Name: Phone Number:		
Does the student have a medical condition or special need that may affect their participation in lessons or classes? <i>(if yes, please complete Medical Form available from the Office)</i>			
			Yes No
PARENT/GUARDIAN INFORMATION			
Parent/Guardian Last Name:	First Name:	Parent/Guardian Last Name:	First Name:
Phone Number:	Primary Contact? Yes No	Phone Number:	Secondary Contact? Yes No
Email:	Email:		
Would you like to volunteer? Yes No <i>(if yes, please complete the Volunteer Form available from the Office)</i>			
MEMBERSHIP			
			PAID: Yes No
Membership Fee: \$50.00 (Individual or Immediate Family ONLY). This is a NON-REFUNDABLE fee which is due upon completion of this Registration form. It is valid from July 1st, 2020 to June 30th, 2021. This includes the Society fee which allows one household member to vote at the Annual General Meeting. If students are interested in continuing their lessons for the next Fall/Spring Term with the same Teacher, the Membership fee should be paid by July 1, 2020 to secure the Teacher.			
PAYMENT PLAN			
Monthly Payments	Per Session (13 Lessons)	Full School Year (September-June)	Summer Session (July-August)
WOULD YOU LIKE TO MAKE A DONATION?			
As a registered charity, we rely on the financial support of the government, corporations and individuals to further our commitment to musical excellence. Consider making a tax-deductible donation to help us enable students of all ages and abilities to pursue their passion for music through inspired teaching and learning. Donations can also be made through our website.			
Amount: \$ _____	Direct to:	General Fund	Scholarship Fund Youth Choirs Violin Outreach Program
OFFICE USE ONLY		PAYMENT OPTIONS	
REGISTRATION FOR TUITION FEES		We accept payments by Cash, e-Transfer, Debit Card, Visa and Master Card. Credit cards will be charged automatically on the 1st day of every month for those that have given authorization. (After initial payment has been received for two months on start date)	
Instrument:	Teacher:		
Grade Level:	Start Date:		
Duration:	Fee:		
		_____ <i>Signature of authorization for automatic payments</i>	

MEMBERSHIP

- Annual membership fee at the Richmond Music School is \$50.00 per individual student or immediate family (mother, father and children). This does not mean relatives or family friends living in the same house. This fee includes the annual Society fee allowing one vote per family member at the annual general meeting.
- Membership fees are annual effective from July 1st to June 30th and are non-refundable. Lessons will not commence until this fee has been paid.
- If students want to secure their Teacher yearly, then the membership must be paid on July 1st of the next school term. We do not guarantee the same time slot.

REGISTRATION OF TUITION FEES

- Tuition fees are payable in advance for the Fall/Spring term September 1st–June 30th and Summer session July 1st–August 31st.
- Fees must be received prior to the beginning of the lessons, one month in advance. (Fees for September and October will be paid on September 1st, November fees are due October 1st and so forth). If payment is not received, Richmond Music School reserves the right to cancel all upcoming lessons and the student risks the loss of current Teacher and time slot.
- We accept payments by Cash, e-Transfer, Debit Card, Visa and Master Card. All monthly fees made by credit card will automatically be charged. Students/Parents will not be notified for approval. By signing the Registration/Membership form you are approving this charge.

PAYMENT OPTIONS

- Monthly — 4 or 5 lessons paid 1 month in advance depending on how many lesson days in the month.
- Full School Term — This payment reflects the start of the lesson to the end of the school term on June 30th and must be paid in full for the whole session prior to the first class.
- Summer Term — This payment reflects lessons starting on July 1st and ending August 31st and must be paid in full for the whole session prior to the first class.

LATE PAYMENT/ARREARS

- Late payments may result in suspension of lessons and possible loss of Teacher
- All returned payments will be charged a \$25.00 handling fee. This includes unauthorized payments on credit cards.
- Enrollment is only accepted from those returning students whose fees and accounts are paid up to date and in good standing. Any arrears must be paid in full before subsequent enrollment is accepted.

SCHOOL CLOSURES

- Our programs run from September to June. There are several times during the year when the music school is closed. Students are not invoiced for these times.
- Two week Christmas/New Year period.
- Richmond School District Spring Break.
- Statutory Holidays and the Easter weekend, including Easter Monday.

LATE ARRIVALS

- Zero tolerance for late arrival, your lesson will end at schedule time.

CANCELLATIONS, REFUNDS AND WITHDRAWALS

- Please note that **lessons cancelled by the student will need a notification by email to the office of Richmond Music School with a cc to the teacher.** The School is under no obligation to provide refunds or make up lessons unless the lesson is cancelled by the teacher. Absence of notification will result in charging the student account for the missed lesson. Non-attendance at lessons does not constitute withdrawal.

- Due to the continuous nature of group lessons, missed classes cannot be made up and withdrawal from classes cannot be refunded.
- In the event of student withdrawal 15 days' notice must be given. This notice must be given whether or not the student attends these lessons. There will be no refund of fees for this period of notice. Any pending make up lessons will be forfeited.
- Requests for a change of teacher must be submitted in writing to the office and Principal stating the reason(s) for the transfer request prior to being assigned to a new teacher.
- Lessons cancelled by the teacher – Most of our teachers are performing artists. This means there may be some disruptions to the normal lesson times. The teacher will do everything possible to find a mutually agreeable time to make up any lessons they cancel due to illness or professional commitments. In the event that a time convenient to both parties is not found, credits or refunds will be issued at the end of the term.

MAKE-UP LESSONS

- If individual lessons are cancelled by the parent/student, it is at the sole discretion of the instructor, whether or not to give a make-up. Instructors are under no obligation to do so as they have limited time available. The instructors are here for your lesson whether or not you are able to come, and we are therefore unable to issue refunds for any missed lessons. However, if the instructor cancels a lesson, you will either receive a make-up or credit.

ADDITIONAL COSTS

- Materials such as music books, metronome and instruments are chosen at the Teacher's discretion to match the level of the student's development, and should be supplied by the student or parent.
- There is no charge for participation in recitals. This does not include recitals put on privately by the teacher at the school.

LIABILITIES

- The School accepts no responsibility for personal injury occurring at any School activity (including transportation to and from the activity) nor for any damage to instruments or personal property, however caused.

PRIVACY

- Music school events may be photographed, audio or video recorded by the Richmond Music School from time to time. Parents/guardians hereby grant permission for the school to use such photographs and/or audio or video recordings for promotional purposes unless notice is given in writing. No student will receive monetary reimbursement for use of such photographs or recordings unless authorized in advance by the Board of Directors. The Board of Director's decision will be final. **INITIALS:**

TERMS AND CONDITIONS

It is important that you read the 'Terms and Conditions' policy. You can review these as needed at www.richmondmusicschool.ca. Your signature below indicates that you accept these 'Terms and Conditions'.

The undersigned agrees to the 'Terms and Conditions' as stated.

Signature of Parent/Guardian (or Adult Student)

Print name of Parent/Guardian (or Adult Student)