

RICHMOND MUSIC SCHOOL

REGISTRATION/MEMBERSHIP FORM

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Email: richmondmusic@telus.net • Website: www.richmondmusicschool.ca

Date _____ Birthdate _____
Student Name _____
Address _____
City _____ Postal Code _____
Parent / Guardian Name _____
Home No _____ Cell No _____
Mother Work No _____ Father Work No _____
Email Address _____

Membership

PAID:

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 1 2018 to June 30th 2019. This includes the Society fee which allows one family 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 1st 2019 to secure the Teacher. There is no guarantee of time slot!

Registration for Tuition fees:

Music Lesson : _____, Teacher: _____ @ \$ _____ per hour, Length: _____,

Commencing on Day: _____, Starting Date: _____ Ending on Date: _____.

These fees are payable on the 1st day of every month, prior to the beginning of the Lesson. For example: Sept and Oct fees are payable Sept 1st, November fees are due Oct 1st and so forth. If payment is NOT received in advance of the lesson, Richmond Music School reserves the right to cancel all upcoming lessons which could result in the loss of current Time and Teacher.

We accept payments by Cash, Visa, MasterCard and Debit. Your Credit cards will be automatically charged on the 1st of every month.

PAYMENT OPTIONS: (After initial payment has been received for two months on start date)

- monthly
- 10 or 20 lesson increments
- Full School Term –Paid from Start date till last week of school ending June 29)
- Summer session- Paid in full from July 1 to Aug 31

Richmond Music School events may be photographed, audio or video recorded from time to time. Parents/guardians hereby grant permission for the school to use such photographs for promotional purposes unless notice is given in writing.

Initial:

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

The undersigned agrees to the Terms and Conditions as stated.

Member's Signature: _____ Date: _____

Richmond Music School Society

Terms and conditions

Membership

- Annual membership fee at the Richmond Music School is **\$50.00** as of **Nov 1, 2018** 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 1 to June 30 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 Sept 1 to June 30 & Summer session July 1-August 31st.
- Fees must be received prior to the beginning of the lessons, one month in advance. (Fees for Sept & Oct will be paid by Sept 1st, November fees are due Oct 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, Visa, Master card and Debit Card. All fees made by credit card monthly will automatically be charged. Students/Parents will not be notified for approval. By signing the Registration form you are approving this charge.

Payment Options: *After the initial payment of Sept & Oct fees paid on Sept 1st November fees are due Oct 1st and so forth*

1. Monthly-4/5 lessons paid in advance depending on how many lesson days in the month
2. 10/20 Lesson increments- The Fall/Spring term is for 10 months
3. Full school Term-This payment reflects the start of the lesson to the end of the school term on June 30 & must be paid in full for the whole session prior to the first class.
4. Summer Term- This payment reflects lessons starting on July 1 and ending Aug 31 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.
- Enrolment 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 enrolment 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 Arrival

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

Cancellations, Refunds and Withdrawals

- Please note that lessons cancelled by the student will need a 24 hour notification by email to the office of Richmond Music School with cc to the teacher. **In that case, absence of notification will result in charging the student account for the missed lesson.** A make-up lesson will be planned at the sole discretion of the instructor. 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 or change of teacher 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.
- Lessons cancelled by the teacher – Most of our teachers are performing artists. This means there may be some disruption of 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.

Makeup 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 you will be refunded for that lesson.

Additional Costs

- Materials such as music books, metronome and instruments are chosen at the Instructor's discretion to match the level of the student's development, and should be supplied by the student or parent *after* consultation with the Instructor.
- There is no charge for participation in recitals or for the services of an accompanist at sanctioned school events. 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 RMS 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.