



**Richmond Music School Society**  
 11371 No. 3 Road  
 Richmond, BC - V7A 1X3  
 Phone: 604-272-5227 / Email: richmondmusic@telus.net  
[www.richmondmusicschool.ca](http://www.richmondmusicschool.ca)

## Registration/Membership Form

<b>Date</b>	<b>Birthdate</b>
<b>Student Name</b>	
<b>Street Address</b>	
<b>City</b>	<b>Postal Code</b>
<b>Name of Parent/Guardian</b>	
<b>Home Number</b>	<b>Cell Number</b>
<b>Mother Work Number</b>	<b>Father Work Number</b>
<b>Email Address</b>	

**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, 2019 to June 30th, 2020. 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 1, 2019 to secure the Teacher.

### Registration for Tuition Fees

<b>Instrument</b>	<b>Teacher</b>
<b>Start Date</b>	<b>End Date</b>
<b>Fee</b> \$ <b>per hour</b>	<b>Duration</b>

**Payment Options** (After initial payment has been received for two months on start date)  
 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.

Monthly Payments                    Increments of 10 or 20 lessons                    Full School Term (Sep.-Jun.)                    Summer Session (July-August)

**Privacy**  
 Richmond Music School events may be photographed, audio or video recorded. Parent/guardians hereby grant permission for the school to use such photographs and recordings for promotional purposes unless notice is given in writing. **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](http://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**



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## **Terms and Conditions**

### **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 Oct will be paid be 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 form you are approving this charge.

### **Payment Options**

- Monthly - 4 or 5 lessons paid in advance depending on how many lesson days in the month
- 10 or 20 lesson increments- The Fall/Spring term is 10 months
- 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 to late arrival, your lesson will end at schedule time.

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## Terms and Conditions

### 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 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.

**INITIALS:**