

Registration/ Membership Form 2022-2023

Date:	Student #: <i>Office use only</i>				
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	
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 provide details in writing to 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: Annual membership fee of \$50.00 per household applies. (Membership fee registration after January 1 is prorated to \$25.00 per household.) This is a NON-REFUNDABLE fee and prerequisite to registration which covers the academic year (it is valid from July 1, 2022 to June 30, 2023). The membership fee 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 Term with the same Teacher, the membership fee must be paid by July 1, 2022 to secure the teacher.					
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					
ADDITIONAL INFORMATION			AUTO-PAYMENT AUTHORIZATION		
STUDENTS INFORMATION			Payments will be charged automatically for those that have given authorization, as per the terms and conditions of the payment policy that are in effect.		
Instrument:	Teacher: (Office Use Only)				
Grade Level:	Start Date: (Office Use Only)				
Program (if applicable):					
			_____ Signature of authorization for auto-payments Date signed (mm/dd/yyyy)		

MEMBERSHIP

- Annual membership fee at the Richmond Music School is \$50.00 per household. Membership fee registration after January 1 is prorated to \$25.00 per household. 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 by one school term. Please refer to Term Calendar as stated on our website.
- Fees must be received prior to the start of lessons. If payment is not received, Richmond Music School reserves the right to cancel all upcoming lessons and the student risks the loss of the current teacher and time slot.
- We accept payments by e-Transfer, Debit Card, Visa/MC, & online payment. All pre-approved 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.**

ADMINISTRATIVE FEES

- Late payments may result in suspension of lessons and possible loss of Teacher
- All returned payments, special approved refunds will be charged \$25.00 handling fee. This includes declined/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.

CANCELLATIONS, REFUNDS, 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.
- Group lessons- All group lessons' tuition are non-refundable. A registered student may withdraw from the group lesson before the first class but not after the first lesson has completed.
- In the event of a student wishing to withdraw from RMS' private lessons, 15 days' notice must be given. This notice must be given whether or not the student attends.
- 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 made at the end of term.

MAKE-UP LESSONS

- If individual lessons are cancelled by the student/parent, it is at the sole discretion of the teacher whether the lesson will be eligible for make-up lesson. Teachers are under no obligation to do so but will try their best to reschedule a makeup lesson. No-shows (without notice at all) and last minute cancellation (within 3 hours before the lesson time) will be fully charged with no makeup lessons. Special cases may be approved for exemption by the Principal by writing.
- In the event of a medical emergency with less than 24 hours' notice, the teacher may require from the student a doctor's note for proof of absence. If a lesson due to medical reason cannot be made up, only under this condition, or if the teacher canceled without offering a make-up lesson, then the lesson may be credited.
- make-up lessons are offered only once, if a student misses or cancels a scheduled make-up lesson, the lesson will be considered completed. All make-up lessons are to be completed by June 30.

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.

LATE ARRIVALS

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

SCHOOL HOLIDAYS

- Please refer to our school website for the school calendar. Winter Break in December, Spring Break, Easter Holiday weekend and all statutory holidays, students are not invoiced for lessons during these holidays. Additional lessons may be arranged with the teacher for additional lesson fees.

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. **Parents/guardians/students hereby grant permission to the School to take photos and video recordings for promotional purposes and for use in social media channels and website.**
- Those who wish to opt out must notify the School in writing by sending the notice to info@richmondmusicschool.ca. 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.

TERMS AND CONDITIONS

Richmond Music School Society reserves the right to change or update any of the terms and conditions at any time. Your signature below indicates that you accept and understand the said Terms and Conditions above. 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)

Date signed (mm/dd/yyyy)