

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 <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 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 for private lessons are payable in advance by **one school term**. Please refer to Term Calendar as stated on our website. This enables the school to book the fixed scheduled lesson times with the teacher for the whole term.
- 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.
- Group lessons/programs are payable by one-time payment for the course fee.
- We accept payments by e-Transfer, Debit Card, Visa, and Master Card. Fees with pre-authorization 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

- One-Time Payment — Suitable for paying for group lessons or trial lessons.
- Term Payment — This payment is for 12 weeks or more. Please refer to the term dates on our website for a number of weeks per term.
- 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 all lessons scheduled must be paid prior to the lessons during this term.

ADMINISTRATIVE FEES

- Late payments may result in the suspension of lessons and possible loss of preferred Teacher.
- 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. Please refer to our website for the latest School Calendar. Students are not invoiced for lessons during the following holidays and all statutory holidays. Additional lessons may be arranged with the teacher for additional lesson fees.
 - Two-week Christmas/New Year period.
 - Richmond School District Spring Break.
 - Statutory Holidays and the Easter weekend, including Good Friday and Easter Monday.

LATE ARRIVALS

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

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 organized by the School for our registered students.

CANCELLATIONS, REFUNDS AND WITHDRAWALS

- Cancellation of a lesson made **AT LEAST one Business Day** prior to the scheduled lesson time may be eligible to receive a make-up lesson. Notice must be given by email to the school office and 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.

- No shows or failure to notify the school/teacher within **one Business Day** is considered a forfeited lesson. Students will be charged for forfeited lesson. Special cases may be approved for exemption by the Principal in writing.
- No more than 2 cancellations OR make-up lessons are permitted per school term per student (See School Calendar on the website for the definition of a school term)
- 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. If a time convenient to both parties is not found, credits or refunds will be issued at the end of the term.
- Business Day means Monday through Saturday, except all statutory holidays.
- **This policy is not applicable to Beginners' Piano/Violin Program.**

MAKE-UP LESSONS

- If individual lessons are cancelled by the student/parent, it is at the sole discretion of the teacher to determine 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 make-up lesson.
- In the event of a medical emergency with less than 24 hours' notice, the School may require from the student a doctor's note for proof of absence to be eligible for a make-up lesson. If the teacher cancelled due to medical reason 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.

LIABILITIES

- The School accepts no responsibility for personal injury or illnesses occurring at any School activity (including transportation to and from the activity) nor for any damage to instruments or personal property, however caused.
- The School's health/ safety protocol strictly follows the BC Health Authority policy. Each student attending in-person class should adhere to our Safety and Covid-19 Protocols (as updated from time to time on our website). All students are responsible to ensure his/her own safety while on school property.

PRIVACY

- Music school events may be photographed, audio or video recorded by the Richmond Music School. Registered members including 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, with the most updated terms and conditions available on the website (<https://www.richmondmusicschool.ca/school-policy>). It is your responsibility to check the Terms and Conditions periodically for changes. Your continued enrollment at our School will mean that you accept and agree to the changes. Your signature below indicates that you accept and understand the said Terms and Conditions above and indicates your agreement to adhere to the Terms and Conditions that are in effect from time to time.

Signature of Parent/Guardian (or Adult Student)

Print name of Parent/Guardian (or Adult Student)

Date signed (mm/dd/yyyy)