

**New student information registration**

Today's Date: \_\_\_\_\_

Orlando School of Music

Student's Name: \_\_\_\_\_

Second/Third Student's Name (if applicable) \_\_\_\_\_

Parents Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Age: \_\_\_\_\_ Instrument: \_\_\_\_\_

Level: (please circle one)    Beginner    Intermediate    Advanced    Years of Lessons taken \_\_\_\_\_

Name of School and Grade \_\_\_\_\_ Birthday \_\_\_\_\_

\*\*\*\*\* How did you hear about our school? \_\_\_\_\_

Day and time of Lesson \_\_\_\_\_ Instructors Name \_\_\_\_\_

**Authorization for Auto Bill of Credit/Check/ATM Card for Re-occurring Monthly Lessons and or special programs**

(Internal Use)

Monthly Recurring Amt: \_\_\_\_\_ *Registration(s) - charged today:* \_\_\_\_\_

Virt. Terminal

2<sup>nd</sup> Student Fee Amount: \_\_\_\_\_ *FIRST MONTH AMOUNTS*

ARB Sub.

3<sup>rd</sup> Student Fee Amount: \_\_\_\_\_ *LESSONS:* \_\_\_\_\_

Paytrcker

Regular Monthly Billing: \_\_\_\_\_ *TOTAL- 1ST MONTH:* \_\_\_\_\_

Filemaker

Please circle one:      Visa                  MasterCard                  Discover

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CCV Code \_\_\_\_\_

PR Release, hold harmless form and Credit Card Authorization: **Orlando School of Music, Inc.**

I \_\_\_\_\_ give permission to the **Orlando School of Music, Inc.** and its affiliates to photograph, record or video-tape my child(ren) during the course of taking lessons, recitals and other performances that are school sponsored, and to use the photos/video footage for purposes of promotion and archive. I also hold employees/contractors of the Avalon School & Music Center and it's endeavors harmless from liability during the time my child is participating in any of the schools programs.

Further, I have read and agree to policies on the other side of this form as long as I am participating in a program at the **Orlando School of Music, Inc.** .This authority is to remain in full force and effect as long as the student(s) takes lessons or is involved in any special programs. This authorization becomes null and void once written notice is give 30 days in advance of the next billing cycle (by the 1<sup>st</sup> of the month and no later than by the 5<sup>th</sup> day of the month). The card type/number can be changed/updated at anytime before the 15<sup>th</sup> of the month. It is the student/parents responsibility to keep a current and valid card on file at all times while taking lessons with the school. Credit Card rejections are subject to a \$7.50 return item fee at the time of re-presentment.

Parent /Responsible Party Name (please print clearly)

Parent /Responsible Party Name (signature)

**Orlando School of Music - Lesson Policies (effective Aug 1, 2011)**

**Lesson Scheduling:** Lessons are available 6 days a week in 30 min., 45 min., and 60 min. time slots and are scheduled weekly at established times during the day or evening Monday-Saturday. We can help you find a time and day that works best for your schedule. Ask at our front desk about available instructors and time/day slots

**Private Instruction Rates:** Our private lesson rates are very competitive with what you could expect to pay for ongoing private lessons in the greater Orlando area and are as follows:

**Lessons on Piano/ Guitar/ Drums/ Voice/ Brass/ Woodwind instruments** are \$99 per month for ½ hour lesson (\$148.50 per 45 minutes and \$194 per 1 hour)

**Lessons for Strings: Violin/ Viola/ Cello/ Double Bass/ Harp/ Advanced Flute** Beginning Students \$101 per month for ½ hour lesson, Intermediate & Advanced Strings \$106 per ½ Hour (\$158 for 45 minutes and \$208 for 1 hour lessons)

**Family discounts-** Additional family members receive a \$4 per month discount off above rates

**Voice Lessons- Important-** all students ages 13 and up are required to take at least a 45 minute lesson or longer due to the nature of warm up time etc. This is a requirement of our voice instructors.

**Registration Fee-** There is a \$25 registration fee for each student at the time of registration. 2<sup>nd</sup> or 3<sup>rd</sup> Student discount on registration fee is \$5 off (\$20). Students who leave the school and return after 1 year will need to re-register and pay the registration fee again

**Monthly Fees-** All of our programs are based on a month to month commitment. Payment is due on a monthly basis in advance of the first lesson of the month. If a student begins lessons in the middle of the month we will prorate for the number of lessons before the beginning of the first full month.

**Lesson Supplies:** Each student will need to purchase and bring the following to each lesson:

1. An acceptable student/intermediate or professional Instrument (toy instruments cannot be used). If you need to purchase or rent an instrument, please discuss this with us. We are very knowledgeable and can direct your purchase of a quality instrument for your student.
2. Music method book(s) – the exact type of book(s) the student will need will be determined by their instructor at the first lesson. These are available at all our locations and can be billed to your auto bill account as needed.
3. Small Metronome & Guitar Tuner- (Guitar Students) available at our Waterford & Avalon Schools
4. Spiral bound notebook for writing notes

**Please initial each line to confirm you have read and understand these policies:**

\_\_\_\_\_ **Cancellation Policy:** We require one month in advance written notice to discontinue lessons. Please complete our "Notice to Withdraw" form available on line under "Lessons" or at the front desk of the school. If for example, you plan to discontinue/suspend lessons in May, then we will need to receive your written notice by the first lesson in April. If no notice is given by the first lesson of the month before lessons are being discontinued/suspended, then the student/parent will be responsible for the next full month's tuition, no exceptions. We have a waiting list of students, and there is no reason for our instructors to have no shows or payment from a student who gave no notice to discontinue.

\_\_\_\_\_ **Payments forms-** All students are required (no exceptions) to enroll in our **Auto Bill** program unless there is a trial period, after which enrollment will be required. This is a proven safe, secure and convenient way to pay ongoing fees while enrolled at the school. We accept Visa, MasterCard, Discover and Check Cards. We will automatically bill your card no later than the 4<sup>th</sup> day of the month. For multi students or lessons, we will bill your card separately for each student/ instructor that lessons are being taken with. (Please complete Credit Card information at bottom or other side of this form)

\_\_\_\_\_ **Late Fee:** We have a late payment fee policy of \$20. If payment is not received by the second lesson of the month it is considered late and the fee will automatically be applied, no exceptions. It is the students/parents

responsibility to ensure we have a current credit card on file for auto bill purposes. **Returned Checks:** There will be a \$20 Fee for any returned checks.

\_\_\_\_\_ **Missed Lessons and Make Up Policy:** School Make Up Policy effective 11/1/2011. Many of our students miss very few, if any, lessons while attending our school and this policy change will not affect them. Our past policy of allowing 4 Make Up Lessons per calendar year has been abused by some and beginning Nov 1, 2011 there are no official make ups offered any longer. There are no credits or refunds given for missed lessons. Each individual Instructor may at their option give a courtesy Make Up Lesson based on their schedule of openings. Many teachers may not have any openings as their schedules are completely full, so any make ups that they offer you will be given when they have cancellations only. Please check with your teacher on their availability (This also can change week to week). Teaching schedules are extremely full for the most part, so a make up lesson is not guaranteed for any missed lesson. If you must miss a lesson due to illness, accident or unavoidable scheduling conflict, please call the school's manager and let them know the reason for having to miss the regular lesson... They will relay this message to your teacher and the reason. If an opening exists on the same day at different time or within the week of the missed lesson, the school manager may offer that time to you with the teacher's approval. If you cannot take the time(s) offered or if there are no times available, you will need to check in with the teacher during the next week's lesson to discuss the make up directly with the teacher. In order to be considered for a Courtesy Make Up Lesson, the student or parent must call/e-mail the school at least 24 hours in advance if a known absence is coming, or ASAP, if a last minute unforeseen illness/accident/emergency comes up. If you do not call in advance, you will forfeit the lesson, no exceptions. Once a Courtesy Make Up Lesson has been scheduled, no additional lesson will be offered if you cancel the scheduled Make Up Lesson for any reason. Lessons for any teacher absence, will be covered either by a Substitute on the regular lesson day, or your teacher will make arrangements to do a pre, or post make up with each student.