

## STUDENT REGISTRATION FORM

Student Name \_\_\_\_\_ ☐ M ☐ F DOB \_\_\_\_\_  
 Street \_\_\_\_\_ Apt# \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 School \_\_\_\_\_ Grade \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION** *The following contact information will be used to reach the student/parent in case of school closings, emergency or lesson reminder.*

**Primary contact**

Name \_\_\_\_\_  
 Relationship to student \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Cellular Carrier \_\_\_\_\_  
 Secondary Phone \_\_\_\_\_  
 Other Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Secondary contact**

Name \_\_\_\_\_  
 Relationship to student \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Cellular Carrier \_\_\_\_\_  
 Secondary Phone \_\_\_\_\_  
 Other Phone \_\_\_\_\_  
 Email \_\_\_\_\_

WOULD YOU LIKE TO RECEIVE SCHOOL NEWS AND CONCERT INFORMATION VIA EMAIL? ☐ YES ☐ NO

**THIS REGISTRATION IS FOR**

☐ Private Lessons ☐ Partner Lessons ☐ Group Classes \_\_\_\_\_  
☐ Summer Program \_\_\_\_\_ ☐ Others \_\_\_\_\_

**Choice of Instrument (For private/partner)**

1<sup>st</sup> Instrument \_\_\_\_\_ Teacher \_\_\_\_\_ Length ☐ 30min ☐ 45min ☐ 60min

2<sup>nd</sup> Instrument \_\_\_\_\_ Teacher \_\_\_\_\_ Length ☐ 30min ☐ 45min ☐ 60min

**Preferred choice of lesson day and time (For private/partner/group)**

1. Day \_\_\_\_\_ Time \_\_\_\_\_

2. Day \_\_\_\_\_ Time \_\_\_\_\_

3. Day \_\_\_\_\_ Time \_\_\_\_\_

**Start Date** \_\_\_\_\_

**Other Information** \_\_\_\_\_

**STUDENT'S MUSICAL EXPERIENCE**

The student's current experience level is: ☐ Beginner ☐ Intermediate ☐ Advanced

Has the student ever had private instructions before? ☐ Yes ☐ No

If yes, please list the schools or teachers: \_\_\_\_\_

For how long has the student had private instructions? ☐ < 12 mo ☐ 1-2 yr ☐ 3+ yr

If no, has the student attended group lessons or other group musical activities? ☐ Yes ☐ No

Where? \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US**

☐ Word of mouth  
☐ Internet search  
☐ Neighborhood  
☐ Family Member  
☐ Other \_\_\_\_\_

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## PAYMENT INFORMATION

Areté Music Academy does not charge students for registration fee. However, all tuition payment must be paid in full before the first class of each session. If a deposit is paid in advance, the remaining balance is due on the first class of each session.

### Choose a payment method

- ☐ Check (Make checks payable to Arété Music Academy)
- ☐ Cash
- ☐ Credit Card (Visa and MasterCard only)
- ☐ Paypal
- ☐ Payment Plan (Additional Fee \$25/semester)

*For office use only*

Tuition 1	\$	
Discount ____%	\$	
Tuition 2	\$	
Discount ____%	\$	
<b>Fees</b>		
<b>TOTAL TUITION</b>	\$	
DEPOSIT PAID	\$	Date
<b>BALANCE DUE</b>	\$	Date

*The undersigned has approved the payment amount and policies above, and also has read and agreed to the Arété School Policies below.*

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## SCHOOL POLICIES

**Returned Checks** There is a \$50 fee for all returned checks.

**Late Payment** Arété Music Academy reserves the right to suspend or terminate instruction for students who do not comply with its payment policies.

**Withdrawals** All requests for withdrawal and tuition refund must be submitted, in writing, to the Director. Verbal requests of intention to withdraw do not fulfill this requirement. Informing the teacher of intent to withdraw also is not considered notice of withdrawal. The effective date of withdrawal is the date that the written notice is received, not the last date of lesson or class. Please allow two to three weeks for the processing of refunds.

Withdrawal made before the first session will receive a full tuition refund minus a 5% credit card fee (if applicable)

A pro-rated tuition refund, minus a 5% credit card fee of applicable, will be given to students withdrawing from the first 4 private lessons or the first 2 group classes. Otherwise student will receive school credits for the unused lessons.

**Cancellations** To be considered "Early Cancellation", you must notify the office at least 24 hours in advance to cancel or reschedule a lesson. Please call the main office at 201-205-1121 and read Arété Make-up Policies for detailed information.

**Class Changes and Cancellations** Arété Music Academy reserves the right to change instructors or formats, or cancel classes due to insufficient enrollment or unforeseen circumstances. In the event a class is cancelled, you will be notified and given the opportunity to transfer to another class. If you do not enroll in another class, you will receive a full refund.

**Tardiness** Students are expected to attend and be punctual to all classes. Students who are routinely late, unprepared, or demonstrate inappropriate behavior may have their enrollment terminated. Students who are late for a lesson cannot be guaranteed their lesson time.

**Photography and Recording Release** By enrolling in lessons/classes at Arété, or by attending any Arété event, parents and students, and other adults accompanying the students, grant permission for photographs and recordings of him/herself – or of his or her child – to be used by Arété Music Academy for publicity purposes. These photographs will not be distributed, sold, or used beyond Arété's promotional or in-school curriculum and professional development activities.

**Injuries** Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time.

**Child Safety** To ensure your child's safety, please pick him/her up promptly at the classroom. Arété Music Academy does not assume responsibility of students' security and safety when parents choose to leave them unattended at the school. Students under the age of 10 must be supervised by parents or guardians while they are waiting for classes and/or lessons to begin.

**Substitute Instructors** All of the instructors at Arété Music Academy are active professional musicians currently performing in the tri-state area as well as abroad. Although our teachers try their best to avoid possible conflicts, the school does not guarantee that teachers will not miss any lesson. A qualified substitute teacher will be provided if an instructor is ill or otherwise unable to attend a lesson/class. If a substitute teacher cannot be arranged, a make-up session will be scheduled during the last week of the semester or at a mutually convenient time.

**Snow Days** Arété Music Academy is closed for snow when the local public schools close or have early closings. Please call 201.205.1121 or check our website for the most up-to-date information regarding closings. The School will arrange make-up days for unscheduled closings.