

# STUDENT REGISTRATION FORM

DATE \_\_\_\_\_

LAST NAME	FIRST NAME	STUDENTS GRADE
STREET ADDRESS		APT/UNIT
CITY	STATE	ZIP
PRIMARY GUARDIAN/CONTACT		PHONE
CONTACT EMAIL THIS IS CAMI'S MAIN COMMUNICATION TOOL:		
EMERGENCY CONTACT		PHONE

## LESSON REQUEST

INSTRUMENT	YEARS OF STUDY
TEACHER REQUEST	TIME REQUEST (BEFORE/DURING/AFTER SCHOOL)

## PAYMENT OPTIONS

*Please circle two:*

Fall Monthly 30 Minutes \$80	Fall Monthly 45 Minutes \$120	Spring Monthly 30 Minutes \$80	Spring Monthly 45 Minutes \$120
Fall Semester 30 Minutes \$320	Fall Semester 45 Minutes \$480	Spring Semester 30 Minutes \$400	Spring Semester 45 Minutes \$600

## Agreement and Signatures

I have read, received a copy of, and agree to be bound by the terms and conditions of this contract for private music instruction through the Calvary Academy Music Institute. I fully understand that failure to abide by this contract will result in termination of this agreement and membership in the Calvary Academy Music Institute will be revoked immediately.

Parent Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

Registration Fee Paid? \_\_\_\_\_ Total \_\_\_\_\_ Form of Payment \_\_\_\_\_

\$40 for 30 minute lesson or \$60 for 45 minute lesson

## GENERAL RULES AND PROCEDURES

CAMI operates best if non-students refrain from attending lessons within the same room with the teachers and students. Please also refrain from calling out to students in rooms or interrupting teachers in rooms while lessons are taking place.

We ask that all parties agree to remain courteous at all times and direct concerns or complaints to the director and not to teachers, other students, other parents or any other concerned personnel.

We ask that parents and students prioritize remembering all materials for lessons. Each instructor will determine what books & other materials are needed for the student. CAMI reserves the right to reassign a private music lesson student to a different instructor if necessary.

If your high school student would like to register to take their music lesson for a class credit, please contact the CAMI Director directly.

## REGISTRATION AND PAYMENT

A **non-refundable** payment totaling half of the monthly payment is required at the time of registration to secure a slot in the appropriate studio.

The fee for a 30-minute lesson is \$80/month.  
The fee for a 45-minute lesson is \$120/month.  
Fees include one lesson every week that school is in session. Some months will have 5 lessons and some only 3 but the rate remains the same for every month.

**Payments are due by the last business day of the previous month. For example, September's payment will be due the last business day of August. The registration fee and the first month's payment may be paid together. Your student will not be given a lesson until payment is made in full. Missed lessons due to delinquent payment will not be made up. Please submit payment in a sealed envelope to the school office. Should you require a receipt please speak with Jeannie Martin. Checks payable to CAMI.**

When enrolling more than one student, please complete a separate contract for each.

## ATTENDANCE AND TARDIES

**Parents & students agree to notify the student's instructor as soon as possible if he/she will be absent from a lesson.**

If a lesson is cancelled with appropriate notice, either by the student or the instructor, the instructor will set up a time for a make-up lesson. However, if the instructor is not informed of the absence in advance, make-up lessons will be scheduled at his/her discretion.

If Calvary Academy is closed for any reason (holidays, snow days, etc.) there will not be lessons offered on that day. Lessons cancelled due to snow days will be made up. Your instructor will contact you to arrange a time.

Lessons will be considered as a missed lesson if the student is tardy more than 10 minutes and may be rescheduled at the instructor's discretion. Lessons missed due to a student forgetting to attend will not be made up and payment will not be reimbursed.

Attendance at recitals (2) is strongly encouraged. The dates for both are selected in September and are distributed by the instructors. We ask that you prioritize these events and invite loved ones in advance. Should an emergency arise that presents a conflict, the instructor and CAMI Director will determine the best solution.

## LENGTH OF CONTRACT & TERMINATION

After registration, students/guardians will be contacted by their instructor to schedule a day and time for the lesson. Lessons will be scheduled for the academic year in each of the areas for which the student has registered.

This contract is for the period of September-May. Once signed, the contract should not be terminated except in extreme circumstances. Please contact the CAMI Director should such a circumstance arise.

The Calvary Academy Music Institute reserves the right to terminate a student's participation for reasons including, but not limited to, poor behavior, theft or vandalism, use of inappropriate language, defiance or disrespect, fighting or any other behavior or action deemed by the CAMI Director to justify removal. Repeated missed payments will result in contract termination.