



### Attendance & Make Up Lesson Policy

**Please carefully read the following studio policies.**

All lessons are conducted in a private setting on a "one to one" basis. A parent or legal guardian may attend their child's lesson at any time without prior notice.

***It is the responsibility of the student to be on time and prepared for each lesson.***

All lessons must be paid for in advance; no refunds or make up lessons will be issued due to student absence from lessons regardless of any prior notice.

In the event of a teacher absence, Time Music Studios reserves the right to hire a substitute without prior notice. If a make-up lesson is required Time Music Studios administration, along with the teacher, will arrange an accommodating time for both parties to complete any outstanding make up lessons.

### Trial Period Termination / Continuation

If a student does not wish to continue into regular lessons after the completion of the agreed upon trial, an email terminating regular registration must be sent to your respective studio. **If an email cancelling further lessons is not received and confirmed by a week from your last trial lesson, your card will automatically be charged as a continuing student.**

### Payment Policy

Your One Month Trial payment is required upon registration. A credit card is also required at the point of registration regardless of any alternate preferred trial period payment method. This card will be charged one week following the last day of the trial period if a termination email is not received. You may change this method of payment to monthly post-dated cheques at any time.

To cancel your One Month Trial Period, email notice is required 48-hours prior to your first scheduled lesson; after which, the charge is non-refundable.

Regular lessons will begin in the week following your Trial Period if a cancellation email is not received. Recurring payments will then be scheduled for the 01<sup>st</sup> of each month. Payment must be provided in the form of Post Dated Cheques dated for the 01<sup>st</sup> of each month for the year, Visa, or MasterCard. **All Cheques are payable to Time Music Studios. There will be an amount of \$25.00 billed for each NSF Cheque.**

***\*\* The lesson rate is \$40.00 per 30-minute session\*\****

Recitals cost \$5.00 per performing student. The amount is refundable to those withdrawing from the recital by the Saturday prior to the recital date; after which, the amount is non-refundable.

### Scheduling

Please note that lesson times will be scheduled according to neighbourhood accessibility, distance, and travel time to ensure optimal teacher scheduling.

### Information Policy

Registration forms will **not** be accepted unless all information and signatures have been completely entered and all forms of payment have been received (Credit Card numbers or Post-Dated Cheques).

By listing your email, you are agreeing to receive confidential email communication from Time Music Studios concerning registration information, policy updates, lesson progress reports and additional studio information. As per the anti-spam legislation, you may respond to any of our emails with the word "Unsubscribe at any time."

***Time Music Studios does not keep your Credit Card information on file. Your written information is shredded upon entering our secure online payment system. Your card cannot be used for anything other than pre-set, recurring lesson payments. Your information is kept confidential and private from any third party.***

MC BREAKDOWN		FOR OFFICE USE ONLY																	
		TEACHER:										RATE:							
		DAY/TIME										#:							
		M	R	T															
MC TOTAL:		D.E.:		REC:		\$30:		CC:		EMAIL:									
\$		DD/MM/YY		X		✓		X		✓		v		m		X		✓	
		OMT PAID?:																	
		S.D.: DD/MM/YY																	

I have read, I understand, and I agree to abide by the aforementioned Studio Policies & Payment Options.

Customer Signature

Date

**Client Information**

Parent(s) | Guardian(s) | Adult Student(s) \_\_\_\_\_

Home # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work/Cell 2 # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_  
By listing your email, you are agreeing to receive confidential email communication from our studio concerning registration information, policy updates, lesson progress reports and additional studio information.

Street \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

**Trial Period**Student Name \_\_\_\_\_ Instrument \_\_\_\_\_ D.O.B DD/MM/YYYYTrial Period: From DD/MM/YYYY To DD/MM/YYYYStudent Name \_\_\_\_\_ Instrument \_\_\_\_\_ D.O.B DD/MM/YYYYTrial Period: From DD/MM/YYYY To DD/MM/YYYYStudent Name \_\_\_\_\_ Instrument \_\_\_\_\_ D.O.B DD/MM/YYYYTrial Period: From DD/MM/YYYY To DD/MM/YYYYStudent Name \_\_\_\_\_ Instrument \_\_\_\_\_ D.O.B DD/MM/YYYYTrial Period: From DD/MM/YYYY To DD/MM/YYYY**How did you hear about us?**☐ Community Event ☐ Website ☐ From a Friend ☐ Other \_\_\_\_\_**Account Deposit**

A onetime only deposit of \$30 upon registration for purchase of any necessary lesson related materials (i.e. books, instrument supplies) throughout the year is required. Your materials can be picked up at our studio. Any unused funds will either be credited forward to the next season or will be refunded to non-returning students. **Please choose the payment option of your choice below if opting in.**

☐ Credit Card ☐ Cheque Attached**Payment Options**☐**Post Dated Cheques**☐**VISA**☐**MasterCard**

Card Number:

Expiration:

MONTH

YEAR

Card Holder Name: \_\_\_\_\_

PLEASE PRINT

Card Holder/ Cheque Issuer Signature: \_\_\_\_\_