

Attendance & Make Up Lesson Policy

Please carefully read the following studio policies.

MC BREAKDOWN FOR OFFICE USE ONLY TEACHER DAY/TIME MC TOTAL: D.F. FMAII m × ٧ × × S.D.: All lessons are conducted in a private setting on a "one to one" basis. A parent or legal quardian

may attend their child's lesson at any time without prior notice.

All lessons must be paid for in advance; no refunds will be issued due to student absence from lessons regardless of any prior notice. One Courtesy Make-Up will be allotted twice a year for student absence.

Time Music Studios must be made aware through email of any student absences at least 24 hours in advance to be entered into the Courtesy Make-Up lesson list.

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.

Lesson materials may be purchased with the mandatory account deposit of store credit required upon registration.

Request for Lesson Termination Policy

If a student wishes to terminate lessons on a permanent basis; Time Music Studios Inc. requires written notice from the student or parent / legal guardian four weeks prior to the last attending lesson.

No refunds or make-up lessons will be granted for any lessons not attended by the student prior to the last lesson stated on the written notice. Any post-dated Cheques on file will shredded.

Payment Policy

To hold and guarantee your lesson time, the 01st month's payment will be processed upon confirmed registration. If you choose not to commence September lessons after pre-registering, email notice is required prior to August 1, 2018; after which, the charge is non-refundable.

From September to June, if you choose not to commence lessons after registering, email notice is required 48-hours prior to your first lesson; after which, the charge is non-refundable.

Regular recurring payments are scheduled for the 01st of each month. Payment must be provided in the form of Post Dated Cheques dated for the 01st 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 Cardainformation 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.

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

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Client Information			
Parent(s) Guardian(s)	Adult Student(s)		
Home # -	- Cell# -	- WorkIC	ell 2 #
		By listing your email, you communication from our	are agreeing to receive confidential email studio concerning registration information, gress reports and additional studio information.
Street			Postal Code
Individual Registrat	ion		
-	box for each individual stude	<u>nt.</u>	
Student Name:		Date Of Birth:	dd/mm/yyyy) Gender: M/F
			Instrument:
Allergies / Medical Con	nditions:		
			ck For Same Day & Time
MON TUES	WED	THUR FR	RISAT
			dd/mm/yyyy) Gender: M / F
			Instrument:
	nditions:		
Please Circle All Availab	ole Days & Write All Available	e Times Windows Or Ched	ck For Same Day & Time
			SAT
			dd/mm/yyyy) Gender: M / F
			Instrument:
	nditions:		
			ck For Same Day & Time
			RI SAT
How did you hear ab	_		
Community Event	☐ Website ☐ From a Frie	end	Other
Account Deposit		CAN	
instrument supplies) throwill either be credited for	oughout the year is required. Yo	our materials can be picked	lesson related materials (i.e. books, I up at our studio. Any unused funds trning students. Please choose the
Credit Card	Cheque Attached		
Payment Options	Post Dated Chequ	es VISA	MasterCard MasterCard
Card Number:			
Expiration: MONTH	Card Holder I	Name:	PLEASE PRINT
Card Holder/ Cheque	e Issuer Signature:		