



For office use only:
 Trial Date/Teacher: _____
 Signed up? ___ Start date/time _____
 Amt Due: _____ Date Pd. _____
 Notes: _____

Student Registration Form

Student Name	Parent Name (A) (if student is less than 18 years old)
Student Date of Birth Male/Female	Work Address (A)
Student Current School Grade Level	Work Phone (A) Cell Phone (A)
Home Street Address	Parent Name (B) (if student is less than 18 years old)
City, State, Zip Code	Work Address (B)
Home Phone	Work Phone (B) Cell Phone (B)
Preferred Email Address (for event notifications, updates, surveys, etc.)	Emergency Contact (if different from above) Phone

How did you hear about us? [Please check all that apply]

Flyer ___ Friend* ___ Website ___ Store Front/Banner ___ Craig's List ___ Local YP/Magazine ___ Yelp ___ Facebook ___

*If referred by friend, please list friend's name: _____

Monthly Tuition & Fees: For each instrument, the student will meet the instructor for class once a week. ++ Customized lessons may be available, depending on the instructor's time availability. Lesson times include but are not limited to instruction, practice, review, test taking, tuning of instruments, warm-ups, consultation, music selection, and any related administrative tasks to coordinate, plan, and execute a lesson. Rates are for **each lesson per person**:

Duration	Private** Personalized one-on-one class	Semi-Private** Build your own class with a friend	Group*** (8-week session) Minimum of 3 Students to form class
30 mins	Regular Payment: \$40	N/A	N/A
45 mins	Regular Payment: \$59	Regular Payment: \$40	Regular Payment \$30 (\$240 for 8 weeks)
60 mins	Regular Payment: \$78	Regular Payment: \$59	N/A

*Several months throughout the year will have 5 weeks, depending on the day the student is scheduled for lessons. In these months, students are required to pay for all 5 lessons in the month.

**Group lessons are 8-week session. There are no refunds for group lessons. Make-ups are not allowed unless the instructor must cancel a lesson. To guarantee a spot for the group session, a \$50 deposit is due prior to the start of the first week session. Full payment is due prior to the beginning of the first session. Bring in 2 or more students for \$15 off per student!

88 Keys Music Academy Contract & Policies

Please read the following 88 Keys Music Academy (88 Keys MA) contract and policies carefully and sign below. This contract is applicable to registered students and, if applicable, the parent(s) of the registered student. This contract is valid for a period of one month and is automatically renewed at the end of each month, on a month-to-month basis, unless terminated. A Termination of Lessons (see below section) constitutes a termination of this contract. 88 Keys MA reserves the right to terminate this contract at any time, without cause or notice.

Registration & Payments: Students taking Private or Semi-Private lessons will be charged for a minimum of 1 month's lesson. A completed registration form and the first payment for lessons are due at least 3 days prior to the start of lessons. There are no registration fees. Afterwards, payment for the following month is due 3 days prior to the start of the next month. Payment cannot be on the day of the 1st lesson of the next month. (_____) initial)

A billing statement will be issued one week before the end of the current month. For group lessons, a \$50 payment deposit of the 8-week session is due prior to the scheduled first lesson; final balance payment is due by the first week session. Cash, Personal Check, Venmo or Zelle is accepted. (_____) initial)

Late payments will incur a \$25 late fee after the fifth day of the beginning of the month. (_____) initial)

Payments are given by: drop off at the 88 Keys Music Academy office, drop off at the school mail drop box in the lobby, or mailed to the school address: 1012 S. Baldwin Ave., Suite #B; Arcadia, CA 91007 – postmarked before the 1st of the next month. There will be a \$30 fee for all returned checks.

Absences/ Make-Up Lessons: Students are charged for all lessons within a month, including lessons missed due to student absence.

- Students who cannot make it to their upcoming lesson must notify 88 Keys MA **at least 24 hours** in advance of their lesson to be entitled for a future make-up lesson. Without at least a full day's notice, for any reason, the student will forfeit the lesson. (_____) initial)
- Student absences/no-shows do not merit credit, refund, or make-up lesson. Students arriving late to a lesson may be only entitled to the time remaining in the lesson slot. (_____) initial)
- If a make-up lesson is confirmed, and if the student is unable to attend the make-up lesson for any reason, **regardless of any advanced notice**, the make-up lesson (and associated regular lesson) will be forfeit. (_____) initial)
- Make-up lessons are NOT allowed for Group Instruction unless the instructor must cancel a lesson. (_____) initial)
- Any rescheduled/Make-up lessons must be made up within 2 months of the original cancelled lesson date or the student will forfeit his/her lesson. (_____) initial)

I understand and agree with 88 Keys MA's Absences/Mark-Up policy: _____ (signature)

Floating Vacation allowances and days we are closed: Students enrolled in Private or Semi-Private lessons are allowed 2 student floating vacations every six months, starting from November 1st to April 30th and from May 1st to October 31st. A student floating vacation is a scheduled lesson that the student chooses not to take and is not required to do a make-up for. Students will not be charged a scheduled lesson designated as a student floating vacation. 88 Keys MA must be informed and accept that a scheduled lesson is designated as a student floating vacation 1 week prior to the scheduled lesson. The 2 student floating vacation allowances must be used within the designed 6 month timeframe and can not be rolled over into the following 6 months. 88 Keys MA reserves the right to rescind or discontinue the use of student floating vacation allowances at any time. (_____) initial)

88 Keys MA will be closed for the following holidays: New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Students are expected to attend music class on all other holidays that fall on their regularly scheduled day.

Termination of Lessons (Individual Instruction): If the student decides to discontinue lessons with the Academy, please notify the Academy at least **two weeks ahead** of the last planned lesson. The student will be responsible for the full month tuition if he/she decides to terminate lessons before the end of the month. There are no refunds for group lessons once the student is officially registered. 88 Keys reserves the right to cancel any lessons at any time.

Students who discontinue lessons for four (4) consecutive weeks or greater will be considered as a termination of lessons. Once a lesson is terminated, the student relinquishes their reserved time and the reservation to a particular instructor. Following a termination of lessons, the student must reregister with 88 Keys Music Academy for any new lessons. (_____) initial)

Delinquent Accounts: 88 Keys Music Academy reserves the right to discontinue a student's music lessons if there is an unpaid account balance. (_____ **initial**)

Faculty Cancellations: In the event an instructor must cancel a lesson, the Academy or student's instructor will contact the student and arrange for a make-up lesson at a convenient time for both parties. Make-up lessons may be conducted either with the student's instructor, with a substitute teacher, or online. (_____ **initial**)

Media Consent: 88 Keys Music Academy has permission to use the student's photograph publicly to promote the academy. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use. I agree that 88 Keys Music Academy owns the copyright in these photographs, videos, and/or audio recordings and I hereby waive any claims I may have based on any usage of the works derived therefrom.

Parent/Guardian/Adult Student Signature

Date

I have read and agree to the above policies and am responsible for the tuition payment:

Parent/Guardian/Adult Student Signature

Date