



# Registration Form

Account #: \_\_\_\_\_

Paid Thru: \_\_\_\_\_

Phone Reg. Date: \_\_\_\_\_

**Parent/Responsible Party:**

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Secondary # \_\_\_\_\_

Email \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Student:**

First Name \_\_\_\_\_ **D.O.B.** \_\_\_\_\_ Last Name (if different) \_\_\_\_\_

Start Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Teacher \_\_\_\_\_ Instrument/Class \_\_\_\_\_

Please note any special circumstances \_\_\_\_\_

**Student:**

First Name \_\_\_\_\_ **D.O.B.** \_\_\_\_\_ Last Name (if different) \_\_\_\_\_

Start Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Teacher \_\_\_\_\_ Instrument/Class \_\_\_\_\_

Please note any special circumstances \_\_\_\_\_

**Monthly Tuition is Due on the 1<sup>st</sup> Day of Each Month. Autopay is Required** which will debit of your credit card each month on the 1st for payment of tuition. A late fee is applied after the 10<sup>th</sup> of the month. If the second month is prorated after you start lessons, tuition is still due on the 1<sup>st</sup> of the month. Music Maker is a tuition-based school, we do not bill by-the-lesson.

**Vacations** At least 2-weeks prior notice is required to be given to the front desk person to be able to reschedule the lessons. For a vacation or absence longer than 2 months, a student must re-enroll upon his/her return.

**Make-Up Policy** Out of respect for the teacher's time - **no credit for lesson cancellation and max of 4 make-up per year.** It is extremely important to maintain your weekly regular lesson time and avoid scheduling other activities that will conflict with it.

If you must cancel a lesson, a notice must be given to the Front Desk person **at least 24 hours** in advance. Depending on teacher availability, a make-up MAY be given within a month. If a teacher has availability within that time frame but you are unable to attend, the chance for make-up will be forfeited. If a student misses a scheduled make-up lesson, it will not be rescheduled.

**Make-up cannot be administered on past-due accounts, after discontinuation, nor after the teacher is no longer at Music Maker.** No make-up for group classes. No make-up for same day cancellation.

**Teacher Absence** In the event a teacher is absent, a well-qualified substitute teacher will be provided or a make-up lesson will be scheduled within 30 days at a mutually agreed upon time within teacher's current availability.

**Music Maker Holidays** Music Maker is operated on a year-round basis. The retail store is typically open at reduced hours around the holidays. The school will be closed for **Spring Break** (typically 1<sup>st</sup> or 2<sup>nd</sup> week in April), **Memorial Day Weekend** (typically last Sat. and Mon. in May), **4<sup>th</sup> of July, Labor Day Weekend** (typically 1<sup>st</sup> Sat., Mon. in September), **Thanksgiving** (typically a week in November), and **Winter break** (typically just before the December holidays - January 3<sup>rd</sup>). **No make-ups for holiday school closures.**

*Music Maker reserves the right to refuse service to anyone. The above policy is subject to change per Music Maker discretion.*

**NO REFUNDS FOR LOST LESSONS DUE TO LESSON CANCELLATION, STUDENT ABSENCE, OR VACATION!**  
**For Discontinuation/Extended Vacation: 2 Weeks Advance Notice AND Lesson Payment are Required - Regardless of Whether the Student Receives Lessons or Classes within those 2 weeks. NO EXCEPTIONS!**

Only last 4 digits if physical card present

**AUTOPAY CARD #** \_\_\_\_\_ **EXP** \_\_\_\_\_ / \_\_\_\_\_ **Sec. Code** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Date Emailed: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_