

**MUSIC LESSON REGISTRATION FORM**

**ANNUAL REGISTRATION FEES:**

A non-refundable fee of \$25.00 per student is due upon completion of the registration form. The fee is due yearly.

**MONTHLY TUITION:**

Tuition is withdrawn from your bank account, debit card or credit card on or about the 25th of each month to be applied to the upcoming month. Payments must be made by pre-authorized automatic monthly payment. Credit or debit cards, personal checks or cash will not be accepted for in-person tuition payment on a monthly basis. Automatic payments do not apply to classes that are of a specific length and designed to be paid in advance. Tuition remains the same whether it is a long month (5weeks) or a short month (3 weeks) and regardless of student absences. Students who fall two months behind or more on payments will not be allowed to participate in class or lessons until past due is paid in full. All tuition, registration and other fees are NON-REFUNDABLE or transferable.

**WITHDRAWAL AND REFUNDS:**

One month notice is required to discontinue a class. A withdrawal must be done in person at the school office by the paying sponsor, and cannot be accepted over the phone, email, text, or by the teacher. Withdrawal must occur within the first 7 days of the month prior to the planned withdrawal. To withdraw from the class a parent/guardian or adult student must:

- 1- Inform school office staff in person at the school location, and
- 2- Complete and sign a withdrawal form provided by the school office.
- 3- All automatic bank debiting or credit card charges will discontinue after the one month notice and any outstanding charges are settled.
- 4- All unused services are non-refundable.

La Habra and Corona Music Center’s reserves the right to terminate lessons to any student without notice. In such case a refund for any unused lessons will be given.

**MISSED LESSONS:**

No refunds, credits or make-up classes are given for any missed private or group lessons. Students are purchasing the teachers time and classroom space.

**SUBSTITUTIONS:**

The school reserves the right to provide a substitute teacher if the scheduled teacher is unable to teach the class. If the school cannot provide a teacher any missed classes will be made up at a later date.

**PARENTS AND ADULT STUDENT RESPONSIBILITY:**

It is the responsibility of the parent or adult student to be aware of all school activities, recitals, extra classes, dates and times of school openings and closings. The school will post such notices on bulletin boards, on the website, through special emailing, and handouts. Parents and adult students must inform the school office staff of any change to their e-mail, address, phone or credit and debit card information.

**STUDENT CARE:**

Parents or legal guardians of underage students are requested to not leave the student at the school for excessive times before or after class. I waive legal action for any injury sustained by the student at the school through normal activities. The school is granted permission to take photographs of students to use in brochures, web sites, posters, ads, and other promotional materials it creates, and to copyright such photographs in its name. Student names will not be used in promos.

**SCHOOL TEACHER SERVICE:**

La Habra and Corona Music Centers are providing a service to the teachers at the school facilities concerning this agreement.

Student name:	Student birthdate:	Instrument:	Group class name: _____
Lesson length: 1/2hr__ 3/4hr__ full hour__	Lesson day:	Lesson time:	Teacher:
Date starting lessons-MM/DD/YY -	School: lhmc_ corona__	Monthly tuition \$	1 time class fee \$
Parent/guardian name:	Store Account # _____	Home phone:	Cell phone:
Address: _____ City: _____ Zip: _____	Apt. #	e-mail:	Cardholder name:
Card #	Exp date:	Type: m/c __ visa __ amex __ disc __	Today’s date of registration:
HOW DID YOU HEAR ABOUT US?	Internet ____	Post card__ Sign__ Newspaper__ TV__	Field trip__ Radio__ Flyer__ Demo__
Referral name:	Other:	School staff registers name:	Checked and entered by _____ Date _____

**AUTOMATIC MONTHLY BANK AUTHORIZATION:**

I have read, understand and agree to the terms of this agreement as stated. I hereby authorize the school to electronically debit my bank account or credit card monthly as per the legal rules and regulations concerning such action. The processing is safe and secure through tokenization technology. If payment is rejected for any reason, I agree to pay a \$25.00 return fee.

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

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