

LA HABRA & CORONA MUSIC CENTER

La Habra Music Center
1885 W La Habra Blvd
La Habra, CA, 90631
(562) 694-4891
www.lahabramusiclessons.com

Corona Music Center
1275 Magnolia Ave
Suite 103,
Corona, CA, 92879
(951) 898-2630
www.musiclessonsincorona.com

Enrollment Form

How did you hear about LHMC/CMC? _____

Students Name: _____ Date: _____

Parent/Guardian Name: _____

Address: _____ Apt/Suite: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Other: _____

Email Address: _____

Students Birthdate: _____ Lesson Type: _____

Teacher: _____ Day: _____ Time: _____

School: **La Habra Music School** **Corona Music School**

Start Date: _____

Emergency Contact Information

Name: _____ Relationship: _____

Cell Phone: _____

.....

Staff Only

Account # _____ Staff Name: _____ Date: _____

Checked and Entered by: _____ Date: _____

AUTHORIZATION AGREEMENT FOR ACH* PAYMENTS

*ACH: Automated Clearing House [funds are electronically deposited in financial institutions, and payments are made online.]

FINANCIAL INSTITUTIONS. (I/We) acknowledge that origination of ACH transactions to (my/our) account must comply with the provisions of U.S. law. Furthermore, if any such debit(s) should be returned NSF, (I/We) authorize the COMPANY to collect such debit(s) by electronic debit and subsequently collect a returned debit NSF fee of \$25.00 per item by electronic debit from my account identified below, and authorize all of the above evidenced by my signature below.

Payments (tuition) are withdrawn on or about the 25th of each month to be applied to the upcoming month.

Registration fee: \$45.00 + First month's tuition: _____

Today/ First month's charge: _____ Today's Date: _____

Initials approving charges: _____

Continuous payments start date: _____ Monthly Payment _____

Payments are recurring and are deducted on the 25th of each month until a withdrawal form is submitted to the La Habra Music Center Front Desk. ***Tuition is subject to change***

Credit or Debit Card:

MC

VISA

AMEX

DISCOVER

Name of cardholder: _____

Credit/Debit Card Number: _____

EXP DATE: _____ CVV CODE: _____ ZIP: _____

This authorization is to remain in full force and effect until the COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the COMPANY and FINANCIAL INSTITUTIONS a reasonable opportunity to act on it.

POLICIES, PAYMENT AUTHORIZATION WAIVER (Sign after reading policies, payment authorization waivers)

I have read and understand the LHMC policies and procedures, payment authorization agreement, injury and vehicle waiver and agree to abide by them.

Signature of parent/guardian or adult student

Date

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POLICIES AND PROCEDURES

REGISTRATION AND ADMINISTRATION FEE

A non-refundable fee of \$45 per student is due upon the completion of registration. The admin fee of \$45 is due the following year(s) in January. In the event that the student withdraws, and then returns the registration fee must be paid again. *Fee is subject to change.

TUITION

All Payments are processed by pre-authorized credit/debit card on or around the 25th of the month for the following month of lessons. Private lessons are \$160.00 per month for weekly 30- minute sessions. (Tandem/Group/Floating lessons subject to different tuition rate). Tuition is never prorated for missed lessons. Tuition does not include any retail teaching materials such as books, accessories, or instruments. *Tuition is subject to change.

Initial _____

CANCELLATIONS AND MAKE UPS

For any lessons missed by a teacher, La Habra Music will attempt to provide a substitute teacher. If a substitute teacher is unavailable, a private makeup lesson with the teacher will be scheduled promptly. LHMC/CMC will offer **6 make up lessons within a 12-month period, 24 hours' notice** must be given to the front desk before and the makeup must be promptly scheduled. *There will be no makeup given for a missed lesson that is a no-show/no call.* If the student does not attend the scheduled make up lessons, then the makeup lesson is forfeited. ***Make-ups may vary depending on the teacher's availability, and schedule. No proration or refunds for any missed lessons.***

Initial _____

*If student has the sniffles or is sick, please have them wash their hands and sanitize before lesson. If the student is **NOT** well enough to come in for their lesson, a zoom lesson can be arranged in lieu of in person. **The zoom lesson will not count against your makeups.**

DISCONTINUING LESSONS

To discontinue lessons and to discontinue charges to your account, Student, Parent, or Guardian must fill out the withdrawal form before the **15th of your last month**. We do not prorate or refund tuition for the last month's lessons. Students will be responsible for their last month's tuition whether they attend lessons or not. Withdrawal form must be given to front desk, not the teacher.

Initial _____

AVERAGE OF FOUR LESSONS PER MONTH

Monthly tuition is based on a 50-week year. We are closed 2 weeks out of the year for Christmas and Spring Break, and major holidays (EX: Thanksgiving, Independence Day, etc) In the long months, you will get five lessons, short months such as November and December, you will get three lessons, but most months you will get four lessons. The tuition is the SAME each month. [i.e. we don't charge you more when you have five lessons, and we don't charge you less when you have three lessons in a month.]

please see our school calendar for important dates.

Initial _____

OPEN DOOR POLICY

Parents are always allowed to sit in on lessons. We have an open-door policy for lessons.

Initial _____

INJURIES

Parents, legal guardians of minors, students, and adult students waive the right to any legal action for any injury sustained on school property resulting from any other activity conducted by students or their siblings before, during, or after lesson time as well as during normal lesson activities such as hearing damage or loss. La Habra Music Center is not responsible for any damage done to vehicles or items stolen from vehicles.

Initial _____

****All communications regarding lessons must be through the front desk exclusively.****

PARENT AND STUDENT ADULT RESPONSIBILITY

It is the responsibility of the parent or legal guardians of underage students 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 the bulletin board, on the websites, through special emailing, Remind texts, and handouts. Parents and adult students must inform the school office staff of any changes to their email, address, phone, and credit/debit card information. All communication must be directly made through LHMC/CMC staff and not the teachers.

Please do not give teachers your contact info.

Charter School Students

*Charter School Students Only

Charter school students MUST inform the school when they intend to stop lessons. All Lessons will be cancelled during the summer months unless a parent/gardian tells us otherwise. You will be responsible for any tuition that is not covered by the participating charter school. This includes late payments, materials and fee's.

Initial _____

CARE OF STUDENTS

The school is not responsible for providing before or after care for students. Parents with children under the age of eight must remain in the school lobby during classes. Students are not to be left at the school for excessive time periods before or after their lessons. Children must wait for their parents to pick them up inside La Habra Music Center. Please do not ask them to meet you elsewhere. LHMC/CMC assumes no responsibility for children who leave unaccompanied.

*****If your child is left at either Corona Music or La Habra Music for more than 15 minutes AFTER the end of lessons, there will be a \$25 care fee every 30 minutes that passes without the student being picked up*****

Initial _____

SCHOOL TEACHER SERVICE

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

Signature of parent/guardian or adult student

Date

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Image and Video/Audio Recording Waiver

At La Habra and Corona Music Center we host a biannual recital, as well as a student appreciation week that is very popular with our parents. We digitally record and photograph the recitals. In our monthly newsletter we feature students of the month, digitally record performances for our YouTube, Facebook, and our website.

If you would like for your or your child to participate in student of the month, recitals, and our newsletter, please sign this image and video/audio recording waiver.

I _____ give permission for the image, audio, and or video recording

of _____, to be used by La Habra Music Center Co. inc.

Signature of parent/guardian or adult student

Date

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Remind

Receive important messages from us via text or push notifications from the Remind app! We'll sign you up! Just make sure you follow all of the prompts so you don't miss any important information.

School Calendar 2023

November

11/23: Closed for Thanksgiving
11/22 - 11/25: No Lessons

December

No Lessons: 12/25 - 1/7/2024
Store Closed Christmas day [12/25]

School Calendar 2024

January/February

1/1/2024: CLOSED for New years Day
[NO LESSONS]

March

3/18 - 3/22: La Habra Music Closed for Spring
Break **[NO LESSONS]**

April

4/1 - 4/5: Corona Music Closed for Spring
Break **[NO LESSONS]**

May

5/27: CLOSED for Memorial Day
[NO LESSONS]

June

Summer Recital TBA
[Ask About Summer Plan!]

July

7/4: CLOSED for Independence Day

August

[Did you take a break in summer? Contact us
now to guarantee your spot with your
teacher!]

September

9/2: CLOSED for Labor Day **[NO LESSONS]**

October

10/31: CLOSING early for Halloween

November

11/27 - 11/30: **[NO LESSONS]**
11/28: CLOSED for Thanksgiving

December

12/23 - 1/4/2025: Winter Break **[NO LESSONS]**
12/24: Closing Early
12/25: CLOSED for Christmas Day

Student and Parents! Join our Facebook Group
for updates and more!

