



EARLY LEARNING and GENERAL MUSIC REGISTRATION 2016.2017

SCHOOL POLICIES & CONSENT on reverse **MUST BE SIGNED**

Information below will be forwarded to teachers, used for student records & school administration ONLY

STUDENT INFORMATION						PARENT/GUARDIAN CONTACT INFO (required for students 18 yrs & under in case of lesson cancellations or emergency)	
<input type="checkbox"/> New <input type="checkbox"/> Renewal							
Last Name			First Name			Mother/Guardian: Last Name	
Month			Day	Year		Father/Guardian: Last Name	
Age			Gender		First Name		
Birthdate:							
Mailing Address:						Emergency Contact Name - <i>Only if different than</i> Mailing Address	
City:			Postal Code:				
Phone: Home						Phone #	
Cell						Work	
Billing Name / Address - <i>Only if different than</i> Mailing Address							
Email:							
Does the student have a medical condition we						Phone #	
<input type="checkbox"/> No (If yes*, please complete Medical Form available from office)							
<input type="checkbox"/> Yes*							

Early Learning Group Classes *I understand that these fees are non-refundable*

Class Title	Day & Time	Teacher	# weeks	Tuition	Please initial For Office use Only
<input type="checkbox"/> Orff or Orff Ensemble			30 or 34	\$295 or \$335	Est #
<input type="checkbox"/> Music for Babies/Toddlers			30 or 34	\$295 or \$335	
<input type="checkbox"/> Music for Babies/Toddlers			6	\$ 80.00 (no reg. fee)	
<input type="checkbox"/> Suzuki Violin Preparatory			16	\$ 175.00	
<input type="checkbox"/> Musical Explorers			12	\$125.00	
<input type="checkbox"/> FUNdamentals			34	\$335	
				Registration :	\$ 35.00
				Optional Membership fee	\$10.00
<i>How did you hear about LCMS ?</i>				Total Fees:	Inv #

METHOD OF PAYMENT (must choose one)

SCHOOL POLICIES & CONSENT **MUST BE SIGNED** on reverse

Option 1 - In Full: Cash Cheque Debit

Option 2: Automatic Bank Withdrawal Sept.1, 2016 and Feb.1, 2017

Option 3: Post-dated cheques (hand in together) dated Sept.1, 2016 and Feb.1, 2017

Service charges may apply. Please see Policies on back.

For Office Use Only					Notes:
Student ID#:					
Date Rec'd	QB	Access			
Payment Information:					
Cash or Debit	Receipt #	Chqs Rec'd	x	#	
\$			x	#	

LANGLEY COMMUNITY MUSIC SCHOOL

POLICIES & CONSENT 2016.2017

Office Hours

Inquiries are welcome 9:30am to 7:00 pm Monday to Friday (except statutory holidays). The Principal is available by appointment.

Annual Registration

These **non-refundable fees** are payable at the time of registration. All past dues must be paid prior to acceptance of registration.

LESSON SCHEDULE & FEES

Full term consists of 30 or 34 weeks:
September 12, 2016 - June 03, 2017

Payment Options Option 1, 2 or 3

Tuition for classes is due & payable at the time of registration in full by cash, cheque, debit, OR with pre-authorized debit (PAD) or 2 post-dated cheques dated September 1, 2015 and February 1, 2016. Students may register during the school year (with the exception of Orff classes) and fees will be pro-rated.

Classes Not Billed: Christmas Break (December 19, 2016 to January 2, 2017), Scholarship Awards Festival week (February 4 to February 11, 2017) and Spring Break (March 20 to March 31, 2017). Orff, or Music for Babies and Toddlers classes that fall on statutory holidays have not been included in the 30 (Monday and Saturday classes) or 34 week term (Tuesday, Wednesday, Thursday classes).

Registration Adjustments - Any adjustments must first be approved by the teacher. There will be no charge for the first adjustment; but for each additional adjustment initiated by the student, a \$15.00 service fee will be applied to the account.

SERVICE CHARGES

NSF Cheques - A \$20.00 service charge will be applied to accounts for each NSF/returned cheques or declined pre-authorized debit (PAD) transaction.

Overdue Accounts - will be charged a \$10.00 administration fee / month.

POLICIES

Missed Classes Policy

The School is under no obligation to provide refunds or make up classes unless the class is cancelled by the teacher. Classes missed by the teacher will be re-scheduled or a substitute will be provided.

Transfer Policy

Transfers to another teacher should not take place during the year except in consultation with the current teacher. However, in exceptional circumstances, changes can be requested through the Principal and will be accommodated if scheduling permits. Transfer Request Forms are available from the Registrar. Due to the nature of **group classes**, transferring to another class is not recommended.

Cancellation Policy

There will be **NO refunds** for students withdrawing from classes as they are based on minimum enrolments and a sequential curriculum.

Please Initial

Privacy Policy

Your personal information (such as name, phone number, address, email, date of birth, emergency contact, medical condition we need to be aware of) collected on the LCMS registration form will be used for school administration, communication and accounting purposes only. We exercise care and diligence in managing, transmitting, and securing your personal information once it is received. LCMS does not share, transmit, or release your personal information to outside parties.

Read Above Policies & Sign Areas Below:

I agree to adhere to the School Policies above

Parent/Guardian

I am the parent/lawful guardian of the child registered and as such I acknowledge and agree to be responsible for the supervision and safety of my child at all times while he/she is on the premises of the Langley Community Music School. Further, I accept responsibility for damage caused to the facility by the actions of my child, and I agree to indemnify the Music School for any damages arising as a result of those actions.



Signed by Parent/Guardian

Print Name of Parent/Guardian

IMPORTANT—Stay informed by email, check the box below.

To receive important News, Program, Event and Concert information via email from LCMS you must now give consent. (due to new government anti-spam legislation effective July 1, 2014)

Yes I give LCMS permission to send me emails regarding school news, programs, events and concerts.

Signature (Parent/Guardian)

Photo Release

LCMS may use photos of me/my child taken during the school year for publicity/marketing purposes including the LCMS website.

Yes _____

No Signature (Parent/Guardian)