



# REGISTRATION 2017.2018

Account #

## Langley Community Music School

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

<b>STUDENT INFORMATION</b> New <input type="checkbox"/> Returning <input type="checkbox"/>					<b>PARENT / GUARDIAN CONTACT INFO</b> <small>(required for students 18 yrs &amp; under in case of lesson Cancellation or emergency)</small>		
How did you hear about LCMS?: <input style="width: 150px;" type="text"/>							
Last Name		First Name			Last Name		First Name
Birthdate: <input style="width: 30px;" type="text"/> MM <input style="width: 30px;" type="text"/> DD <input style="width: 30px;" type="text"/> YY		Age: <input style="width: 30px;" type="text"/>	Gender <small>(circle)</small> M or F		Last Name		First Name
Does the student have a medical condition or special need that may affect their participation in lessons or classes? <small>(if yes, please complete Medical Form available from the Office)</small>					Yes or No		
Mailing Address					Occupation (s): Would you like to Volunteer at LCMS? <small>(circle)</small> Y or N		
Postal Code:					Emergency Contact name:		
Home #		Cell #	Work #		Emergency Contact phone #:		
Email: <input style="width: 100px;" type="text"/> @ <input style="width: 50px;" type="text"/>					Billing Name, <small>(if different from Mailing Address)</small> Address and Phone #		
PRIVATE LESSONS		RCM Grade Level: <input type="checkbox"/>	Suzuki Book Level: <input type="checkbox"/>		Est.# or Invoice# <input style="width: 50px;" type="text"/>		
Summer Lessons:	Length	Teacher	#Weeks	Tuition	Registration fee \$35 (single) or \$50 (family)		\$
	30 45 60				Membership fee (optional) \$10		\$
	30 45 60				Summer Lesson total:		\$
Sept-June Lessons:	Length	Teacher	#Weeks	Tuition	Sept-June total:		\$
	30 45 60				Enrichment total:		\$
	30 45 60				<b>Total amount due:</b>		\$
3 / Hour group	20						
Group / Enrichment Classes:		Day/Time		Tuition			

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

**METHOD OF PAYMENT (must choose one)**

**Option 1**— In Full by: Cash  Cheque  Debit

**Option 2:** Automatic bank withdrawal on the 1st of  each month: Sept-April (submit PAD/CAFT form)

**Option 3:** 8 Equal payment cheques post-dated for  the 1st of each month: Sept-April

**For Office Use Only**    Student Id#

Date Rec'd		QB	AC	ATT
Cash or Debit: \$		Rcpt #		
Cheques Received	x \$		#	
	x \$		#	

**Notes:**

# POLICIES & CONSENT 2017.2018

## 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 36 weeks: September 5, 2017 - June 18, 2018

### Payment Options : Option 1, 2 or 3

Tuition for lessons is due and payable at the time of registration in **full** by cash, cheque, debit, OR by 8 equal payments by either pre-authorized debit (PAD) on the 1st of each month or 8 post-dated cheques dated September 1, 2017—April 1, 2018. Tuition for classes is due & payable at the time of registration in **full** by cash, cheque, debit, OR with 2 post-dated cheques dated September 1, 2017 and February 1, 2018. Fees are payable **IN ADVANCE of lessons** all post-dated equal payment cheques must be received by the school before September 1st, otherwise a \$25.00 service fee will be applied to the account. There will also be a \$10.00 service fee for any late payments received after the 1st of each month. Students may register during the school year (with the exception of Orff classes) and fees will be pro-rated.

**Lessons Not Billed:** Christmas Break (December 23, 2017 to January 7, 2018), Scholarship Awards Festival week (February 3 to February 10, 2018) and Spring Break (March 18 -April 3, 2018). Teachers may choose to make up missed lessons during these weeks. Private lessons that fall on statutory holidays have been included in the 36 week term and will be taught unless other arrangements have been made by the individual teacher. Please verify the schedule with your teacher. Group, Orff, or Music for Babies and Toddlers classes that fall on statutory holidays have not been included.

## SERVICE CHARGES

**Monthly Payment Surcharge** - If the equal payment plan by cheque is chosen and 8 post dated cheques are not received by the office by September 01, 2017 a \$25.00 service fee will be applied to the account.

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

**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.

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

**Very Important** Instructors are directly dependent upon timely student payments. If payment is not received, the instructor is not paid. Your cooperation is appreciated.

## POLICIES

### Missed Lessons Policy

The School is under no obligation to provide refunds or make up lessons unless the lesson is cancelled by the teacher. Any exceptions to this policy must be discussed with the teacher. Lessons missed by the teacher will be re-scheduled or a substitute will be provided. Credit requests for lessons missed by the teacher must be received by June 15, 2018. Request forms are available from the Registrar and must be signed by the teacher.

### 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

It is understood that registration is for the full term of lessons and that the student has an agreement with the teacher to complete the year. Refunds are permitted only for moving out of the area or prolonged illness or injury (a doctor's note required). All withdrawal notices must be in writing and be given during the school year (excluding Christmas, Easter, and Spring Break). A cancellation fee equivalent to 2 lessons will apply. Post-dated cheques or the balance of the tuition fee will be returned. There will be **no refunds after April 15th.**

There will be **NO refunds** for students withdrawing from Ensembles or group 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 (if student is under 18 years old)

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 (or Adult Student)

\_\_\_\_\_

Print Name of Parent/Guardian (or Adult Student)

\_\_\_\_\_

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

To receive important News, Program, Event and Concert information via email from LCMS please provide consent

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  \_\_\_\_\_

Signature (Parent/Guardian)

No