



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 <small>(required for students 18 yrs & under in case of lesson cancellations or emergency)</small>	
<input type="checkbox"/> New <input type="checkbox"/> Renewal							
Last Name			First Name			Mother/Guardian: Last Name First Name	
Month			Day			Year	
Age			Gender			Father/Guardian: Last Name First Name	
Birthdate: MM DD YY							
Mailing Address:						Emergency Contact Name - <i>Only if different than</i> Mailing Address	
City:			Postal Code:				
Phone: Home						Phone #	
Cell 1			Cell 2			Billing Name / Address - <i>Only if different than</i> Mailing Address	
Email:						Phone #	
Does the student have a medical condition or special need that may affect their participation in the class?						<input type="checkbox"/> No <input type="checkbox"/> Yes* (If yes*, please complete an additional information form available from office)	

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

Class Title	Select Day & Time	Weeks	Tuition	Please initial
Music for Babies/Toddlers	<input type="checkbox"/> Sat 10am <input type="checkbox"/> Sat 11am	30	\$310	For Office use Only
	<input type="checkbox"/> Tue 10am <input type="checkbox"/> Tue 11am	34	\$350	
	<input type="checkbox"/> Thu 10am <input type="checkbox"/> Thu 11am			
Orff 3	<input type="checkbox"/> Tue 10am <input type="checkbox"/> Thu 10am	34	\$350	
	<input type="checkbox"/> Sat 10am	30	\$310	
Orff 4	<input type="checkbox"/> Tue 11am <input type="checkbox"/> Thu 11am	34	\$350	
	<input type="checkbox"/> Sat 11am	30	\$310	
Orff Ensemble K-1 (Level 1)	<input type="checkbox"/> Thu 4pm <input type="checkbox"/> Sat 12pm	30	\$310	
Orff Ensemble 1-2 (Level 2)	<input type="checkbox"/> Mon 4pm	30	\$310	
Jr. Percussion Ensemble Gr. 2-4	<input type="checkbox"/> Tues 4pm	30	\$310	
Suzuki Violin Preparatory <small>* Includes refundable \$40 instrument deposit</small>	<input type="checkbox"/> Wed 1pm <input type="checkbox"/> Sat 10am	16	\$230.00*	
FUNDamentals	<input type="checkbox"/> Tue 3:30pm	30	\$310.00	
<i>How did you hear about LCMS?</i>			Registration fee: \$ 35.00	
			Optional Membership fee: \$ 10.00	
			Total:	Inv #

METHOD OF PAYMENT (must choose one)	SCHOOL POLICIES & CONSENT MUST BE SIGNED on reverse
Option 1 - In Full: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit	Option 2: <input type="checkbox"/> Post-dated cheques (hand in together) dated Sept.1, 2018 and Feb.1, 2019

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

POLICIES & CONSENT 2018.2019

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 4, 2018 - June 17, 2019

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, 2018—April 1, 2019. 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, 2018 and February 1, 2019. 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 22, 2018 to January 6, 2019), Scholarship Awards Festival week (February 2 to February 9, 2019) and Spring Break (March 18 –March 31, 2019). 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 October 01, 2018 a \$25.00 service fee will be applied to the account.

NSF Cheques - A \$21.00 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 1, 2019. 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 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 _____

No _____
Signature (Parent/Guardian)