

Encore! Piano Studio
Enrollment Form and Policy Statement



Student's Name: _____

Address _____

City _____ State _____ Zip Code _____

School _____ Grade _____ Birthday ____/____/____

Guardian's Name(s) _____ Guardian(s) Work Phone _____

Home Phone _____ Cell Phone _____

Email Address _____

Preferred method of contact, please circle one: (phone) (text) (email)

Tuition: Invoices are emailed to students the last week of each month, due by the first lesson of the following month. There is a \$10 fee for late payments. Please make checks payable to "Encore Piano Studio."

Missed Lessons: Any lessons which are missed or canceled by the student for any reason will not be refunded. Make-up lessons are encouraged and will only be scheduled on a monthly make-up session date which will be determined by the teacher at the beginning of each month. All lessons on the monthly make-up session date will be held in the teacher's home. If you are unable to attend the monthly make-up session date, you may either reschedule for the following month's make-up session date or forfeit your payment of that missed lesson. Any lessons which are missed by the teacher for any reason will not be made-up and will be credited to the following month's invoice.

Calendar: In a full calendar year, there are four months which include five lessons instead of four. The monthly tuition remains the same and there are no additional charges for these extra lessons. Also, there will be no lessons during a scheduled Thanksgiving break as well as during a scheduled Winter break. There will be no make up lessons, refunds or credits available for lessons missed during these two breaks. If you miss any lessons outside of these dates due to the holiday season, the make-up policy will apply. If your lesson falls on another holiday (for example, Independence Day, Labor Day, etc.) scheduled lessons will continue. The make-up policy will apply to any lessons missed on these dates.

Recitals: There is one annual spring recital and Christmas recital/party that all students are encouraged to participate in. Students and parents may be required to attend rehearsals for recitals if necessary.

Music Books: If any piano books or supplemental products are bought for the student during a particular month, the following month's invoice will reflect the cost of the materials. However, parents will be notified of material needs before purchasing.

Travel Charge: A monthly travel charge of \$5 to cover my travel time will be included in your invoice if lessons are held in your home.

Your signature below indicates that you have read and understand the studio policies and that you will abide by them.

Student Signature (18 and older) _____ **Date** _____

Parent's Signature (for student 17 and under) _____ **Date** _____