

**Student Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Music Experience: \_\_\_\_\_

Music Goals: \_\_\_\_\_

\_\_\_\_\_

**Scheduling / Payment Information (OFFICE USE ONLY)**

Teacher: \_\_\_\_\_

Course Description: \_\_\_\_\_ Lesson Day / Time: \_\_\_\_\_

Tuition Fee: \_\_\_\_\_ Registration Fee: \_\_\_\_\_

Additional Classes: \_\_\_\_\_

Additional Class Fees: \_\_\_\_\_

I have read the 2011/2012 Studio Policies and agree to the terms stated therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Studio Policies

*Motif Music Studios looks forward to working with you and is committed to professionalism in their business practices. We are happy to answer any questions you may have regarding our studio policies.*

### **Registration:**

To register for our programs, a \$25 fee per student is required to secure a space in our Fall schedule. The registration fee includes a Motif Student Notebook and CD for each student and is due upon registration.

### **Tuition:**

Tuition amounts include 36 private lessons, 2 group workshop opportunities and a recital. Post-dated cheques for the year are due on or before the first lesson. Payment plans are available, and cheques can be made out to Motif Music Studios and dated according to your selected payment option.

### **Attendance:**

Every student's success is dependant on consistent attendance. Missed lessons **will not** be made up or refunded. At our discretion, swap times within your teachers working schedule may be offered. Lessons missed by your teacher **will** be made up. Unless otherwise notified, we will be teaching on 'snow days'. In the case of extreme weather conditions, please check our website twitter feed and/or phone message before coming to lessons.

### **Withdrawal:**

If withdrawal from lessons is necessary, written notice must be given one month in advance and payment for that month is due. Students withdrawing from lessons before the end of the year cannot be guaranteed a lesson time for the following year.

### **Drop Off / Pick Up:**

We are happy to offer a waiting area at our school. Students are welcome to wait there just before and after their lesson, but are not to be left for longer periods of time as we cannot provide child care services. For the safety of our students and the peace of mind of our teachers, we ask that students be dropped off and picked up in a timely manner.

### **Communication:**

If you have specific requests or concerns regarding your lessons, please direct your inquiries first to your instructor to give them the opportunity to resolve the matter. We value your communication throughout the year and are happy to discuss any questions you may have.