



# LANGLEY COMMUNITY MUSIC SCHOOL

## REGISTRATION 2011.2012

Account #

**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 &amp; under in case of lesson cancellations or emergency)</small>	
<input type="checkbox"/> New		<input type="checkbox"/> Renewal		
Last Name	First Name		Parent / Guardian Last Name:	
Birthdate: <small>(Month / Day / Year)</small>	Age	Gender	Parent / Guardian First Name:	
Mailing Address:		Postal Code:	Emergency Contact :	
Phone: Home		Billing Name / Address - Only if different than Mailing Address		
Cell				
Work				
Email:				
Does the student have a medical condition we need to be aware of? YES / NO (If yes*, please complete Medical Form available from Office)			Phone #	

PRIVATE LESSONS		RCM grade level:	Suzuki book level:		
Instrument Lesson	Length	Teacher	# of weeks	Tuition	For Office use Only
<i>Registration &amp; Membership Fee:</i>				<b>\$35.00</b>	
<i>Total Fees:</i>					Inv #

GROUP CLASSES / ENRICHMENT OPTIONS				<small>Please initial</small>	
				<small>I understand that these fees are non-refundable</small>	
Course #	Class Name	Day / Time	Tuition	For Office use Only	
<i>Registration/Membership Fee:</i>			<b>\$35.00</b>		
<i>Total Fees:</i>				Inv #	

**Volunteers Needed:** The Langley Community Music School is a non-profit organization and we rely on the participation of our members to be successful. If you are interested in volunteering, please let us know your area of expertise:

Occupation (optional):

For Office Use Only			
Date Rec'd	QB	AC	Mem.Card
Cash: \$	Rcpt #		
Cheques Received	x \$	#	
	x \$	#	

METHOD OF PAYMENT (must choose one)	
Option 1— In Full Cash <input type="checkbox"/>	Cheque <input type="checkbox"/> Debit <input type="checkbox"/>
Option 2: Equal payment cheques post-dated for the 1st of each month <input type="checkbox"/>	<small>Service charges will apply. Please see Policies on back.</small>

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

Notes:



# LANGLEY COMMUNITY MUSIC SCHOOL POLICIES & CONSENT 2011-2012

## Office Hours

Inquiries are welcome 9:30am to 5:30pm Monday to Friday (except statutory holidays). The Principal is available by appointment.

## Annual Registration & Membership Fees

These *non-refundable fees* are payable at the time of registration. All members will receive membership benefits and a vote at the Annual General Meeting. All past dues must be paid prior to acceptance of registration.

## LESSON SCHEDULE & FEES

Full term consists of 36 weeks: September 6, 2011 - June 11, 2012

## Payment Options

Tuition for lessons is due and payable at the time of registration in full by cash, cheque, debit, OR by 8 post-dated cheques dated September 1, 2011—April 1, 2012. 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, 2011 and February 1, 2012. Fees are payable ***IN ADVANCE of lessons*** and *all post-dated equal payment cheques must be received by the school before the first lesson begins; otherwise a \$10. processing fee per month will be added to the account.* 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 18, 2011 to January 2, 2012), Scholarship Awards Festival week (February 4 to February 11, 2012) and Spring Break (March 17 to March 23, 2012). 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** in the 34(32)week term.

## SERVICE CHARGES

**NSF Cheques** - A \$20.00 service charge will be applied to accounts for each NSF/returned cheques, declined credit/debit 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. 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, 2012. 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 May 1st.** There will be ***NO refunds*** for students withdrawing from

**Ensembles or group classes as they are based on minimum enrolments and a sequential curriculum.**

We maintain a waiting list to accommodate students for new classes commencing during the year.

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 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 and acknowledge that payment of the membership fee confers the privilege of one vote at the Annual General Meeting held October 17, 2011 in the Langley Community Music School Society for the 2011/2012 year.

### 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)*

### 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)