NORCAL Music & Arts Center(NCMAC)

 **Admin Entry** : **QB | IP | G-Con** **| G-Cal** **| M | SP**

**STUDENT REGISTRATION FORM**

$45 Registration Fee\_\_\_\_\_\_\_

Today’s Date: \_\_\_/\_\_\_/\_\_\_\_\_\_

|  |
| --- |
| **Student Information** |
| Last Name First Name MI | **Program Enrolled** \_\_\_Individual Lesson Instrument\_\_\_\_\_\_\_ \_\_\_30 min \_\_\_45 min \_\_\_60 min  \_\_\_Group Class Instrument\_\_\_\_\_\_\_ \_\_\_Kinder \_\_\_Youth \_\_\_Adult \_\_\_Music Theory Class \_\_\_Prep \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_Art & Drawing Class \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Billing Address (Print clearly) |
| City State Zip |
|  |
| Date of Birth Age Grade/Level Year (University) |
| School/College/University Currently Attending |
|  Prior Musical Study Months / Years Any Lapses of Study: Yes / No Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How Long:\_\_\_\_\_\_Mo \_\_\_\_\_\_Year |
| Give a brief description of study, including musical experiences and reason for quitting if there were lapse of study |
|  Musical Goals and Expectations |
| **Contact Information** |
| Student/Applicant (above 18 years old) Home Phone Work Phone Cell Phone E-mail for Billing Purposes (only 1 required) |
| Mother/Legal Guardian Name Home Phone Work Phone Cell Phone E-mail for Billing Purposes (only 1 required) |
| Father/Legal Guardian Name Home Phone Work Phone Cell Phone E-mail for Billing Purposes (only 1 required) |
| How did you hear about the NCMAC?  Referral by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advertisement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Specify,please) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(eg.flyers,brochure,etc) |
| X Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ Signature of Adult Student or Student’s Parent/Legal Guardian Print Name Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SCHOOL USE ONLY (Do not write below this line)** |
| Start Date Teacher Pass Audition Level Notes |
| Additional Notes |
| Schedule 1**: S M T W TH F S** @ am / pm Length: min |
| Schedule 2**: S M T W TH F S** @ am / pm Length: min |

NORCAL Music & Arts Center(NCMAC)

**Tuition and Attendance Policies**

**TUITION POLICIES [Please initial each number]:**

1. A one-time **non-refundable** $45 registration fee is required for all new students admitted to NCMAC. Registration fee will no longer be valid once student drops from NCMAC.
2. NCMAC will email tuition invoices to students/parents on the 15th day of every month for the following month tuition. Students must have a credit card or e-check (ACH) information on file. Tuition will automatically be deducted on the 1st of every month.
3. **Any fees from returned checks/canceled transactions imposed upon NCMAC from any associated banks will be charged to your account.**
4. **Late fees**: **$10 if payment is received after the 1st day**, and **$25 if tuition is received after the 15th (No Exceptions)** will be applied on the following:
	* Each Declined Debit Card or Credit Card Transaction and it is not resolved by the 2nd day or 15h day
5. Late fees should be paid either during current month or included in the following month’s tuition.

**ATTENDANCE POLICIES [Please initial each number]:**

Please be advised that the number one key to learning is consistency in your child’s attendance to their classes. These policies will help your child succeed. Please also note that these policies are in place as a courtesy to our teachers. Our teachers have busy schedules and some travel a far distance and we would like to be very respectful of their time.

1. NCMAC allows **four excused absences per academic year (September 1-May 31)** with at least 24-hours advanced notice (more notice is recommended and appreciated). Cancellations beyond the four allowable absences will not be rescheduled and will be charged. Unscheduled make up lessons **will expire 60 days from the day of absence.**
2. In cases of emergencies (**such as extreme illness, death in the family or car accident)** when a student is unable to give advance notice, NCMAC will allow **two emergency absences during the school year only (excludes summer).** Same day call is required, otherwise, it will be considered a missed lesson. Any late notice absence beyond the two emergency absences will not be made up and will be charged, regardless of circumstance. Unscheduled make up lessons **will expire 60 days from the day of absence**.
3. **No Show / No Notice will not be considered for make ups.** Please do not schedule other activities (hospital/doctor appointments, sports, etc.) on the lesson day schedule.
4. NCMAC allows **4 vacation absences which are unbilled with no make up lessons required for SUMMER BREAK ONLY (June 1 to August 31).** Additional absences during long vacations will be charged and made up. Payment will be due on the 1st or prior to leaving for vacation if unable to make payment while away. Any student who misses more than the four allowable unpaid absences consecutively without making make up arrangements or paying tuition will not be guaranteed to keep their reserved lesson time slot as it will become available to other students.
5. Students are **expected to keep their agreed schedule**. NCMAC will allow **only one permanent schedule change per school year.** Rescheduling will be provided upon the discretion of the teacher and availability of requested schedule change. Students must have **a legitimate reason** for the schedule change.
6. Should a teacher need to be absent or become unavailable, make up lessons will be arranged or a substitute teacher will be provided for the student. In case of a teacher emergency (same day notice of teacher unavailability), the student may schedule a make-up lesson OR opt to be credited back tuition for the missed day. Make up lessons due to teacher absences do not expire.
7. Once make up lessons are scheduled, they can no longer be rescheduled (no make up for make ups). This includes make up lessons due to teacher absences.
8. **No credits or make-up lessons** will be given for students who miss any of the group, chamber, music, orchestra and art classes.
9. Students must show up to their lessons **on time**. Teachers are not responsible to make up for the lost time.
10. **NCMAC observes the following holidays:**

Memorial Day

Labor Day

Thanksgiving Day & Friday After Thanksgiving

 Lessons will be rescheduled on these days.

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1. **NCMAC will be closed December 24 – January 1 and the week of the 4th of July (exact dates will be announced)**. Classes are not in session during these Holidays. Tuition will be automatically adjusted to the number of classes in session during the month of December/January and July. No make-up lessons needed.

**WITHDRAWAL POLICY [Please initial each number]:**

1. Students remain registered until NCMAC is officially notified via submitting our official Withdrawal Form. Students must **submit the withdrawal form at least 30 days in**

**advanced** if they decide to discontinue their lessons

1. Any remaining make up lessons need to be completed before the last lesson.

**LIABILITY AND CONSENT**

1. NCMAC is not responsible for any bodily harm, injury, or death resulting from any activities during lessons or activities. I hereby release NCMAC and its agents and employees from all liability for injuries sustained or illnesses contracted while attending or participating in any NCMAC lessons, activities or programs.
2. Student is physically fit and able to participate in any activity.
3. I give permission to NCMAC to send me emails regarding billing, reminders, announcements, etc. Only emails pertaining to subjects and activities relating to NCMAC will be sent.

\_ YES NO

1. I give permission to NCMAC to use photos or videos of my child to be posted on the NCMAC website, social media, and posted on the school bulletin board for purposes of instruction or advertising. NCMAC will not post the full name or any personal information of students on the website or social media.

 YES NO

 ***By signing below, I acknowledge that all the above are clear and correct and I have read and understood the studio policies, tuition rates, and liability waivers and consent and will agree to follow them.***

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

Parent/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(If student is below 18 years old)* - Please print clearly

Adult Student/Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_/\_\_\_/\_\_\_\_\_\_