

REGISTRATION FORM

 DATE (dd/mm/yyyy) _____

PERSONAL INFORMATION

First Name : _____

Last Name : _____

 Date of Birth : _____
 (dd/mm/yyyy)

Full Address : _____

 E-Mail & Phone number (if applicable) : _____
 Postcode : _____

 Gender : Male Female Non-binary Preferred name : _____

Emergency Contact (name & phone number) : _____

 Instrument : Piano Guitar Voice Other : _____

 Current level : Beginner Intermediate Advanced RCM Level (if applicable) : _____

Previous music experience : _____

 Preferred lesson duration : 30 min 45 min 60 min

Preferred day(s)/time(s) : _____

What is your primary goal for lessons? : _____

 Do you have any needs or conditions that we should be aware of? : _____

 Signature


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POLICIES & CONSENT

CANCELLATION POLICY FOR MUSIC LESSONS

1. Cancellation by Student:

- **24-Hour Notice:** Students must provide at least 24 hours' notice to cancel or reschedule a lesson. Cancellations made with less than 24 hours' notice will be charged the full lesson fee without option for make-up lessons. Notice can be given through phone call or email.
- **Rescheduling:** Lessons can be rescheduled within the same week or month, subject to the teacher's availability as make-up lessons. Make-up lessons must be scheduled during the semester (Fall: September-December, Winter: January-April, Spring/Summer: May-August). To reschedule, please call HMT as we do not schedule through e-mail.

2. Cancellation by Teacher:

- **Notice:** The teacher will provide as much notice as possible in the event of a cancellation. The teacher will offer a makeup lesson or a refund for any lesson canceled by them.
- **Emergency Cancellations:** In cases of emergency, the teacher will inform the student as soon as possible and provide options for rescheduling or a refund.

3. Late arrival by Student:

- A late fee of \$20 will be applied should a student arrive 15 minutes late to a scheduled session. This fee will take effect after the third late occurrence.

4. Makeup Lessons:

- **Availability:** Makeup lessons will be offered based on teacher availability and must be scheduled within the same month as the missed lesson.
- **No Makeup:** If a student misses a lesson without proper notice or does not schedule a makeup lesson within the specified time frame, the missed lesson will be forfeited.

5. Refunds:

- **Prepaid Packages:** If a student has prepaid for a package of lessons and needs to cancel, unused lessons will be refunded based on the policy above at the end of each semester.

6. Holidays and Breaks:

- **Scheduled Breaks:** Lessons will not be held on major holidays. Any adjustments or makeup lessons will be coordinated in advance via email.

By signing below, you acknowledge that you have read, understood, and agree to the terms of this cancellation policy.

Signature

CONSENT FOR USE OF MEDIA : I give consent for my/my child's photos and videos to be used for promotional purposes by Hamilton Music Therapy.

Signature

Please email this completed form and any questions to
info@hamiltonmusictherapy.ca

