REGISTRATION FORM REVISED: August 2020

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name Date of Birth

Parent’s/Guardian’s Name (if under age 18) Relationship

Address City State Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Cell Phone E-mail Address

Emergency Contact Relationship Phone Number

How did you hear about our program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Optional) Is there any type of condition that the student may have that the instructor should be aware of? If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am registering for the following music instruction (check below):

\_\_\_\_Voice/Singing Lessons \_\_\_\_Vocal Coaching (advanced) \_\_\_\_Instrumental (type): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prior Experience (circle all that apply): Private/Group Lessons Self-taught Band Chorus/Choir Recording

Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How Long? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Genre Preferred (Please check all that apply):

\_\_\_\_General \_\_\_\_Classical \_\_\_\_Christian \_\_\_\_Jazz \_\_\_\_Rock \_\_\_\_Pop \_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Length & Type of Lessons Desired** (Please check one):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30-Mins Private** Rate of **$108/mo.** ($27.00/lesson) |  | **Group** Rate of **$80/mo.** ($20/class/each student) |
|  | **45-Mins Private** Rate of **$162/mo.** ($40.50/lesson) |  | **30-Mins Online** Rate of **$120/mo.** ($30/lesson) |
|  | **1-Hour Private** Rate of **$216/mo.** ($54.00/lesson) |  | **45-mins Online** Rate of **$180/mo.** ($45/lesson) |
|  | **30-Mins Duet** Rate of **$80/mo.** ($20.00/lesson) |  | **1-Hour Online** Rate of **$240/mo.** ($60/lesson) |
|  | **45-Mins Duet** Rate of **$100/mo.** ($25.00/lesson) |  | **1-Hour Vocal Coaching (Adv)** Rate of **$50/session** |

**STUDIO POLICIES**

**Music Instruction:** We offer Private Lessons, Duet Lessons, Group Classes, and Online Lessons to both children and adults (ages 4 and up). All Private, Duet, and Online Lessons are offered year-round. Students can choose 30, 45, or 60-minute instruction. Each lesson/session is personalized to meet the musical needs and goals of every student. Our Group Classes meet weekly for about 12 weeks, and are offered twice a year, during the fall and spring months.

**Registration:** There is a one-time, non-refundable Registration Fee of $25.00 for each enrolling student (this includes students re-enrolling after taking an extended break from lessons). All students must be registered, and payment arrangements must be made prior to the first lesson or class. Prospective students may register at any time during the year.

**Lesson Payments:** A flat rate of monthly payments are required before instruction is given. Payments are determined by the length and frequency of lessons, and **MUST BE PAID PRIOR TO, or ON THE 1ST OF EVERY MONTH (No later than the 3rd of the month)**. Otherwise, a **$10.00 late fee** **is charged**. Regardless of the number of lessons scheduled in each month (2, 3, 4, or 5), the monthly payments are the same. New students that register after the first week will have their first month’s payment prorated. **Payments can be made either by Cash, Cash App, Venmo, PayPal, Zelle, Money Order, or Check, payable to *Music Beyond Measure Studios*** (**please note, an extra fee of $20.00 will be charged for all returned checks). Please contact our main office to let us know what type of method you prefer.**

The fees below are based on an average of 4 lessons per month throughout the calendar year:

|  |  |
| --- | --- |
| **30-Mins Private** Rate of **$108/mo.** ($27.00/lesson) | **Group** Rate of **$80/mo.** ($20/class/each student) |
| **45-Mins Private** Rate of **$162/mo.** ($40.50/lesson) | **30-Mins Online** Rate of **$120/mo.** ($30/lesson) |
| **1-Hour Private** Rate of **$216/mo.** ($54.00/lesson) | **45-mins Online** Rate of **$180/mo.** ($45/lesson) |
| **30-Mins Duet** Rate of **$80/mo.** ($20.00/lesson) | **1-Hour Online** Rate of **$240/mo.** ($60/lesson) |
| **45-Mins Duet** Rate of **$100/mo.** ($25.00/lesson) | **1-Hour Vocal Coaching (Adv)** Rate of **$50/session** |

**Attendance/Tardiness:** Students are expected to arrive on time for lessons. If the student arrives late, he/she will only receive instruction for the remainder of the time scheduled.

**Make-Up Lessons:** If a student must be absent from a lesson, **please** **notify the office either by phone or email at least 24 hours in advance** **to reschedule** (unless there are extreme circumstances or an emergency). Provided that a 24-hour notice is given, we will be sure to contact you with make-up lesson options. If a make-up time is not possible, and you have paid in advance, a credit will be carried over and applied towards the next month. If a student misses his/her Group Class, there is only one scheduled “make-up day” for the entire class. If the studio cancels a lesson/class, we will make arrangements for each student/class to make up his/her/their lesson/class. In either circumstance, you are still responsible for payment.

**Inclement Weather:** In case of inclement weather, please visit our studio web site: [www.musicbeyondmeasure.com](http://www.musicbeyondmeasure.com), or our social media pages (Facebook, Twitter, or Instagram) for up-to-date news and announcements. We may **NOT** always follow the local public schools’ schedule. If your lesson or class is cancelled, your instructor or an office administrator will call and/or email to notify you. If you do not hear from us, assume that your lesson will be held during the normal scheduled time.

**Studio Holidays/Closings:** Music lessons are not scheduled during major holidays. If a holiday falls on your lesson/class day, there is no need to reschedule or make it up. Extra lesson days are always given to compensate for holidays throughout the year/term. Please refer to emails, the studio calendar, or our website: [www.musicbeyondmeasure.com](http://www.musicbeyondmeasure.com) for major holidays and closings.

**Studio Drop-Off/Pick-Up:** For safety reasons, **please escort your child directly in and out of the studio**. If you need to leave briefly while your child is taking his/her lesson, please be sure to **pick them up promptly at the end of their lesson or class time**. The instructor/staff members are not able to provide supervision once the lesson or class is over.

**Instruments/Supplies:** It is important for students to have a **good quality instrument to practice on regularly** at home. Feel free to ask your instructor about referrals on instrument rentals, purchases, recommendations, repairs, and lesson books that may be needed. Each student **must bring his/her instrument** (piano students not included), **method books, sheet music**, a **notebook/practice log** for assignments, a **pencil**, and a **two-pocket folder or binder** to **every lesson**.

**Withdrawals:** As a courtesy, we require a **two-week’s paid notice** **prior to discontinuing lessons** (the student must have at least **two scheduled lessons after the notice is given**). This gives us ample time to make the necessary adjustments in scheduling, budget, etc.

**Extended Breaks/Vacations:** If you are planning to be awayfor an extended break or vacation (for three weeks or more), and you would like **to reserve your weekly slot, please let us know at least two weeks in advance and follow these steps: 1)** **Email or submit a written/or typed letter with** **the dates** you plan to be away, **2)** **Give us a tentative return date** that we can put on the calendar, and **3) Pay a one month's deposit prior** to taking a break.

**Please keep in mind that your deposit will reserve your weekly slot, and will go towards your returning month.** Should your return date change, please notify our office ahead of time, and we will reassess the schedule and choose another date. **All deposits are non-refundable and must be redeemed no later than December of the same year.**

**Important: Returning students that DO NOT wish to reserve their slot** while taking an extended break or vacation, **must re-register or re-enroll upon returning, with a $25.00 Registration Fee**. Slots are then made available on a first-come-first-served basis. Please take note that new prospects inquire about available slots throughout the year, and any open slots may be presented as an option.

**\*\*\*\*If you have any questions or concerns, please feel free to email us:** [**andrea@musicbeyondmeasure.com**](mailto:andrea@musicbeyondmeasure.com)**\*\*\*\***

**Please return or mail in this Registration Form, prior to the first lesson/class/or session, along with the first month’s payment, and a $25.00 Registration Fee to:**

***Music Beyond Measure Studios, 1738 Hillandale Rd, Suite 204-B, Durham, NC, 27705***

**My signature confirms that I would like to register myself or my child for music lessons or classes, and I have fully read and understand all studio polices. I agree to pay all monthly payments and fees on time, according to the payment option agreed upon.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Applicant/Parent or Guardian Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of CEO or Studio Director Date**

***FOR OFFICE USE ONLY:***

**Circle one: New Student Returning Student**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registering for (circle): Private Lessons Duet Lessons Group Class Vocal Coaching (Advanced)**

**Type of Lesson/Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Prior Experience (circle): **Private /Group Lessons Self-taught Band Chorus/Choir Recording**

**Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor Selected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Monthly Payment Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/per month**

**Total Balance Due for the First Month: (Including a** Registration Fee of $25.00)**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Amount Paid Today: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form of Payment Given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of CEO or Studio Director Date**