

ENROLLMENT FORM & SCHOOL POLICY



SCHOOL LOCATIONS

Vancouver Ph. (604) 688-8929 North Van Ph. (604) 988-9974
 Coquitlam Ph. (604) 941-8447 Nanaimo Ph. (250) 390-2626
 Richmond Ph. (604) 273-6661 Victoria Ph. (250) 383-5222
 Surrey Ph. (604) 588-3200

ADMINISTRATION OFFICE

3rd Floor, 929 Granville Street
 Vancouver, B.C. V6Z 1L3
 Phone: (604) 688-8929/Fax: (604) 688-8716
 Office Hours: 9am-6pm (Mon-Sat)

STUDENT	STUDENT NUMBER:	New Enrollment <input type="checkbox"/>	Location:
Name _____		Mailing Address _____	
City _____	Postal Code _____	Home Phone _____	Cell Phone _____
Age _____	Sex _____	Date of Birth _____	Email Address _____
Parents or Guardian Name _____			Phone _____

COURSE INFORMATION					
Type of Lessons: _____	Instructor: _____	Tuition: \$ _____			
Group Lessons <input type="checkbox"/>	Semi-Private Lessons <input type="checkbox"/>	Private Lessons <input type="checkbox"/>	Yamaha <input type="checkbox"/>	Theory <input type="checkbox"/>	Others <input type="checkbox"/>
Day & Time: _____			Term Period: _____		

COURSE FEES	
Tuition: \$ _____	(_____ of lessons x \$ _____)
Registration Fees(with tax): \$ _____	(\$30 full payment; \$60 with monthly payment)
Material Fees (with tax) \$ _____	(non-refundable with used material)
Exam Fees (YGE) \$ _____	(non-refundable after Dec 31, 2015)
Total \$ _____	
1st payment \$ _____	
Net Payable \$ _____	

PAYMENT METHOD (OFFICE USE ONLY)	
(A) SINGLE PAYMENT METHOD _____	
(B) MONTHLY PAYMENT METHOD	
<input type="radio"/> Credit Card Authorization	<input type="radio"/> Post-dated cheques \$ _____ Per Month
Permission is hereby given to debit the credit card account below for the amount _____	From _____ To _____
_____ due on the 1st of each calendar month from _____	Cheque No. _____
_____ to _____ Visa/MC/AMEX (circle one)	
Credit Card No. _____	<input type="radio"/> Pre-authorized Debit Plan (See Attached Form)
Expiry Date: _____	
Cardholder Signature X _____	

Registration and Payment

A complete registration form must be filled out correctly as paper or electronic format. For students under 15, a parent or guardian's signature is required. A maximum non-refundable \$30.00 registration fee per family per continuous school year is applied to all students. A \$60.00 registration fee is applied to monthly payment. Acceptable payment methods include: Single payment in the forms of cash, credit card charge, debit card charge, AND monthly payment in the forms of pre-authorized credit card payment, pre-authorized direct debit payment or post-dated cheques. The undersigned agree to pay for all lessons taken by the above student in either full payment or monthly pre-authorized payment option.

NSF or Declined Payments

A \$20.00 NSF fee is applied to a student account for each NSF cheque or declined transactions put through the customer's approved payment plan (pre-authorized debit plan). Lessons can stop upon our notification of a NSF cheque or declined payment, and will resume once account is brought up to date. Three consecutive NSF cheques or declined payments will suspend the payers account and shall only be reactivated upon payment is full.

Missed Group Lessons

Missed group lessons will not be refunded unless the school or the instructor cancelled the class. Tom Lee Music Academy reserves the right to cancel any group classes that do not have sufficient enrollment. A full refund will be issued in that event (two students can continue with "semi-private" lessons). Any point in the year should the size of the group class decrease to 2 students, the length of lesson will be change to 45minutes or they may continue as semi-private lesson with adjusted payment.

Signature of Student/ Parent/Guardian

Date

Missed Private Lessons - Require a minimum of 48 hours notice for all cancellations

Lesson(s) that must be missed due to teachers' illness or professional obligations will either be rescheduled or filled in by a qualified substitute arranged by the school or by the teacher.

For students who register for 12 and more lessons:

A private lesson cancelled by the student will be made up provided that a **minimum of 48 hours notice** is received by the **school administration** and the cancellation is due to illness or similar good causes. If a make-up lesson cannot be scheduled at a mutually convenient time, a credit will be issued.

A maximum of 1 lesson cancellation will be accepted per student who registered less than 20 lessons.

A maximum of 3 lessons cancellation will be accepted per student who registered 20 and more lessons.

For students who register for 4-11 lessons (Short Term Program):

The school will not accept any cancellation. All missed lessons will be charged and there will be no make up lessons.

Transfer

After students have enrolled in a specific class time they have the opportunity to change to a different class ONCE ONLY. If a student decides to transfer to a new class, different teacher the second time, he/she will be charged a **\$25.00** transfer fee.

For Yamaha lessons, transfer is not accepted **after the December Christmas Break**. For January starts classes, transfer is not accepted after **March 31st 2016**.

Cancellation Before Classes Begin

If a student cancels his registration 4 weeks before classes begin, full refund will be issued except for registration fee.

If a student cancels his registration within 4 weeks before classes begin, a partial of the first payment will be refunded and only material fee will be refunded to the Yamaha students.

Discontinuation/Withdrawal After Class Begin

A 4-school-week advance written notice is required to withdraw from classes/lessons. Students must complete a Course Discontinuation Form and submit it to the school office. The 4-school-week period commences upon the receipt of this form.

If the notice is given on a lesson day, that week will not be included in the 4-school-week notice period. Tuition fee for the duration of the 4-week period will be charged whether lessons are taken or not. **Informing the instructor of the intent to withdraw, or not attending classes, does not constitute withdrawal.**

For Sept - Dec **Yamaha lessons**, tuition refunds will not be granted for withdrawals where notice is received **after February 28th, 2016** (the last refundable lesson is April 10th 2016). For Jan - June classes, tuition refunds will not be granted **after March 31st, 2016** (the last refundable lesson is April 28th 2016). For Jan - Dec classes, tuition refunds will not be granted **after June 5th, 2015** (the last refundable lesson is July 3rd 2016).

All 2015-16 lessons /payment adjustments must be complete before Dec 31st 2016.

Student's or Parents/Guardian's initial: _____

Refunds

Non-refundable Fee:

- Registration fee; material fees once classes have begun (For Yamaha second term material fees **after Dec 1st 2015**)
- Yamaha Grade Exam **after March 1st 2016**
- Short Term Package: Private lessons (4 to 11 weeks program) OR Group lessons – Yamaha Pop Music Courses, Tom Lee Music Tiny Tunes, Group Guitar and Group Keyboard (4 to 12 weeks program)

It takes approximately 60-90days for refunds to be processed.

Student's or Parents/Guardian's initial: _____

Photo/Video Permission Release

I, _____ (student/parent/guardian's name) agree/disagree to use all photos/video taken in classes or events for promotion with Tom Lee Music Academy.

Liabilities

Tom Lee Music Academy does not assume any responsibility or liability for the well-being and safety of students and/or minors who are left unattended on our school premises or common areas. Tom Lee Music Academy also does not assume any liability for loss or damage of personal property on our school premises or common areas.

I, the undersigned, understand and will abide to the policies of Tom Lee Music Academy.

Signature of Student/Parent/Guardian

Date

* School Policy will be subjected to changes.