

# Belmont Academy

Belmont University, C.V.P.A  
1900 Belmont Boulevard  
Nashville, Tennessee 37212  
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website: www.belmontacademy.net

## Student Registration and Policy Agreement Form

### Semester of Study (check one):

fall       spring       summer

### Student Information

Student's name: \_\_\_\_\_

Student's age: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Emergency Contact

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

Phone: \_\_\_\_\_

### \*Approved Caretakers for Pick-up

*If under 12 yrs. of age, student must be picked up by an approved caretaker, unless waived by the parent or guardian.*

Please list the names of individuals approved to pick up the student after each lesson. \_\_\_\_\_

### Lesson Registration

Instrument of Study: \_\_\_\_\_

Instructor: \_\_\_\_\_

Lesson Day: \_\_\_\_\_ Time: \_\_\_\_\_

Lesson type/length:     30 min     45 min     1 hr

Pre-twinkle     Book I/II     Book III/IV

Number of Lessons: \* \_\_\_\_\_

*\*Full semester is 14 considered lessons. All students should register for this, unless otherwise approved by the office.*

**TOTAL: \*\*\$** \_\_\_\_\_

*\*\*As of fall 2012, no registration fee is required in addition to tuition fee.*

Registration for Belmont Academy is not complete until payment is received. A new registration form for *each* student in a family must be completed each semester of study.

Please submit your completed registration form and tuition payment by one of the following methods:

- Completely register and pay online via credit card. No additional registration form is needed.
- Fill out a registration form and drop it in our secure drop box just outside the Academy Office door, along with payment.
- Fill out a registration form, and mail it to us with payment to:

*Belmont Academy  
Belmont University, C.V.P.A  
1900 Belmont Blvd.  
Nashville, TN 37212*

**Please Make All Checks and Money Orders Payable to *BELMONT UNIVERSITY* (not Belmont Academy)**

Policies and expectations for lessons are outlined on the back of this form.  
***Please read and sign them before signing the agreement below.***

**By signing below, I understand and agree that I have read and agree to abide by the policies and guidelines of Belmont Academy.**

\_\_\_\_\_  
**Billing Party Signature**

\_\_\_\_\_  
**Date**

### Belmont Academy Pledge

The first priority of Belmont Academy is the student. The goals of the Academy are to guide the Student in attaining a high level of music education and to help each student realize his or her individual potential. Belmont Academy will provide the highest level of instruction to the student, either through a one-on-one or group atmosphere. Performance opportunities appropriate to the student's performance level will also be made available.

### Transportation and Time

The Student/Parent is responsible for all transportation to and from Belmont Academy. Parents dropping off students for lessons must deliver and pick up their students in a timely fashion. Neither Belmont University nor Belmont Academy is responsible for students outside their appointed lesson times. Please be sure all children are escorted to their correct location and teacher.

Unless this Permission and Release Agreement is signed by their parent or guardian, children 12 years of age or under must be signed out by a parent, guardian, or other preauthorized adult at the conclusion of their lesson.

#### PERMISSION AND RELEASE

*In lieu of signing my child out at the conclusion of each lesson, I choose to permit my child to leave on his/her own and meet me or my designee at a pre-determined location. In granting such permission, I acknowledge that neither Belmont Academy nor Belmont University, their officers, directors, employees, agents, and volunteers are required to obtain an approved signature before releasing my child from the building. I agree to assume all responsibility and risk from this choice including all risk of loss of limb or life, property damage, or injury to others. I, on behalf of myself, my child, our family, heirs and legal representatives release Belmont Academy and Belmont University, their officers, directors, employees, agents and volunteers, from any liability for damage or loss to my child's person or property which may arise out of this choice.*

\_\_\_\_\_  
*Signature of Parent or Guardian (signature optional)*

*I have read these policies and understand the Belmont Academy policies related to arriving and departing music lessons. I understand that not signing this permission and release means I must enter the building to meet my child and sign him/her out at the conclusion of each lesson.*

\_\_\_\_\_  
*Signature of Parent or Guardian (signature required)*

### Payment Information

**Semester Tuition is to be paid in full before the first lesson.** Tuition may be discounted if a student is taking multiple lessons, if a family has more than one student enrolled in the Academy, if a parent or guardian is employed by Belmont University, or if the student is also a student of or employed by Belmont University. If a student

is taking multiple lessons or has a family member also taking lessons and is receiving a multiple lesson rate, the Billing Party has the option to pay half of the tuition before the first lesson and the remaining half no later than 60 days after the first lesson. If half-payment is chosen, it is the responsibility of the Billing Party to pay the remaining tuition by the middle of the semester.

**The Billing Party will not be invoiced.** Students will not be permitted to receive instruction or to perform on recitals until all accounts are current. **No refund of tuition is available after the third lesson. If the student chooses to withdraw from lessons by the third lesson, the billing party will be responsible for paying for any lessons already received.** A fee of \$25.00 will be assessed for returned checks, on top of the tuition amount due.

### Lesson Behavior and Expectations

The student is expected to behave in an appropriate manner. Most lessons are one-on-one private lessons. Parents may join in the lesson at any time, particularly if it is conducive to providing a better learning environment. All lessons will begin promptly. A student arriving late will only receive instruction for the remaining portion of the allotted lesson time.

### Attendance

**A notice of 24 hours must be given to the Instructor for absences due to illness or emergency for the lesson to be excused.** Any absence by a student without a notice of 24 hours, even if due to illness or emergency, is unexcused and *will not* be made up. Forgotten lessons or *missed lessons due to conflicting activities are not* considered emergencies and *are not* required to be made up by the instructor. *A maximum of 2 make-up lessons per semester* may be scheduled during the semester of study for excused absences. In times of inclement weather where students and families decide it is unsafe to travel to campus, absences may be made up, but only if instructors and students can mutually agree on a make-up time. If the student has already exceeded their 2 allowed make-ups for the semester, these lessons will only be made up at the teacher's discretion. Teachers are *not required* to do such make-ups. If the University closes for any reason, including inclement weather, lessons will be cancelled, and those lessons *will be made up*. Such absences will not count against the 2 allowed make-ups. If other schools are closed but the University is open, lessons *will* occur (unless otherwise arranged by the instructor and student). All absences made by the instructor for any reason *will be made up*. As always, students are requested to use best judgments when attempting to come to campus. **NO REFUNDS ARE ISSUED FOR LESSONS MISSED.**

### Recitals

Performing is a vital component of the discipline of music study. **Students are encouraged to perform in recitals,** and are also encouraged to participate in other auditions, competitions, and festivals. Performing is a natural outgrowth of the discipline acquired by students who do well in music lessons. Weekly practice is a required component of the student's musical development.