

## Registration

There is a non refundable fee of \$30.00 per student at time of registration.

## 10 week Group Classes

All 10 week group classes must be paid in full. Group classes are non-refundable and no make up lessons are given if missed.

## Payment of Fees

Tuition must be paid by automatic debit. Please provide us with a void cheque and we will provide you with a schedule for payments taken out each month. Lessons will only begin when payment has been received.

## Missed Lessons

Absolutely no make up lessons will be given for missed lessons unless 24 hours notice has been given. Make up lessons will limited to 2 per teaching year (Sept-June) and are at the discretion of the teacher. No refunds are given for missed lessons

## Photography

We may occasionally take photographs of the student both in the classroom or at events, please check the box if you give us the right to publish, reproduce, or otherwise use the photograph(s) for promotions on any medium.

## NSF Cheques

There will be a \$30.00 NSF charge on all returned cheques or automatic debit bounce backs.

## Withdrawals and Refunds

There is a two month minimum notice to discontinue music lessons. Withdrawal must occur within the first 7 days of the first month. To withdraw from classes a parent or adult must:

- 1 Inform the director in person.
- 2 Complete and sign a withdrawal form provided from the administration. All automatic debits will cease or unprocessed cheques will be returned after one month notice.

## Timeliness

Students must arrive on time for lessons. We will not extend time if you are late. Lessons will start and end at the confirmed times.

Academy hours of operation can and regularly do change without notice. Unaccompanied minors must be picked up immediately following their lessons. Academy staff and instructors will not remain on the premises and/or keep the Academy open after scheduled lesson times. The Edmonton Academy of Music is not responsible for the supervision, actions, or safety of minors attending or visiting the Academy. Parents, guardians and responsible caregivers are responsible for the well being, safety, and behavior of the minors in their care who are on the premises.

## Cell Phones and Texting

Please shut off all cell phones when in a lesson. Texting is prohibited during a lesson and will result in the lesson being cancelled and not being made up.

I have read and understand the above policies and procedures and agree to abide by them.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or adult student: \_\_\_\_\_