

REGISTRATION FORM/AUTOMATIC PAYMENT CONSENT FORM

Student's Last Name: _____ Student's First Name(s): _____

M ___ F ___ Student's Birth-date: _____ Parent's Name(s): _____
Month Day Year

Phone #: _____ Cel #: _____ W #: _____

Address: _____
Street City Zip Code

Email: _____ How did you hear about us ? _____

Date Registered: _____ Date Starting Lessons: _____

Instrument/Class: _____ Teacher: _____

Lesson Day: _____ Lesson Time: _____

Lesson Length: 30 min ___ 45 min ___ 1 hr ___ Medical Conditions: No ___ Yes _____

Method of Payment

Checking Account — Attach voided check here

Visa Master Card _____
Card Number Expiration Date

Card Holder's Name _____

I hereby authorize New Mozart School of Music to charge my account the amount of

_____ on the first day of each month starting _____ and ending _____

_____ on _____ for Annual Registration Fee and _____ on 6/1/08 for half month in June 08

All charges will appear as New Mozart School of Music.

I will give the school office one month's written notice from the first of the month to discontinue these charges.

 Signature

 Print Name

Office Use:

	Program 1	Program 2	Program 3	Program 4	Program 5
Monthly Fee					
Reg					

First Month's Fee: _____ Ongoing Monthly Fee: _____

Only regular occurring monthly fees may be paid by auto-debit or credit card. Incidental fees such as accompaniment fees and other miscellaneous fees must be paid by check or cash.

Location 1: Office, Private Lessons, Harmony Road
 First Baptist Church
 305 N. California Ave.
 Palo Alto, CA 94301

New Mozart School of Music
 Phone: 650 324 2373
 Fax: 650 9894197
 Web: www.newmozartschool.com
 Email: newmozart.info@gmail.com

Location 2: Private Lessons
 220 University Ave.
 Palo Alto, CA 94301

Policies and Procedures

Registration: A non-refundable fee of \$25 per student is required yearly at time of registration..

Payment of Fees: Tuition must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your bank account on the 1st day of each month from September-June or charged to your credit card the 1st day of each month. The month of September is non-refundable. Credit card or bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. **All charges will appear on your bank statement or credit card statement as being from New Mozart School of Music.** Incidental fees such as accompanist fee of less than \$35 may also be withdrawn from the account.

NSF Payments: I hereby authorize the school to electronically debit my bank account for the amount of any NSF paper check or auto-debit transactions plus a \$20 NSF fee.

Withdrawal and Refunds: There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any lessons. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the school office and not with the teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1. To withdraw from classes, a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting or credit card charges will stop after the one-month notice period. New Mozart School of Music reserves the right to terminate lessons to any students without notice. In such a case, a refund for unused lessons will be given.

Substitutions: The school reserves the right to provide substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

Missed Lessons: Absolutely no make up lessons will be given for missed lessons unless absence is due to serious illness and 24 hours notice has been given to the school office. Make up lessons will be limited to 2 per teaching year and will require a doctor's note. No refunds are given for missed lessons. (School activities such as ski trips, or programs, band trips, Spring Breaks that differ from our school's Spring Break, and holidays, do not qualify for make-up lessons.) There are no make-up lessons for group music classes.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the "What's New" board or the bulletin board as well as sending notices home with the students. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address or telephone number change.

Care of Students: The school is not responsible for providing before or after class care for students. Students are not to be left at the school before or after class.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal music class activity or any other activity conducted by the students before, during or after class time.

Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements, and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

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

Signature of Parent/Legal Guardian or Adult Student

Student Name (Please Print)

Date