

STUDENT INFORMATION	
FULL NAME	
MAIN CONTACT NUMBER	Please state if home, cell, business, etc.
	Student's cell (if applicable)
PARENT INFORMATION	Mother's Name:
	Home Number:
	Business Number:
	Fax Number:
	Cell Number:
	Email Address:
	Father's Name:
	Home Number:
	Business Number:
	Fax Number:
	Cell Number:
	Email Address:
HOME ADDRESS	Street Number:
	Street Name:
	City/Province:
	Postal Code:
DATE OF BIRTH (D/M/Y) RCM exam purposes	
SCHOOL	School Name:
	School Number:
	Grade at School:
EMERGENCY CONTACT	Name:
	Contact Number:
CLASS INFORMATION	Class Day:
	Class Time:
	RCM Student Number (if applicable)
HOW DID YOU HEAR ABOUT US?	

2018-2019 STUDIO AND TUITION POLICY:

1. Lesson times are reserved for the year, and weekly commitment to the time allocated is expected.
2. Lessons must be paid for in advance by the month or year. Post-dated cheques and cash/e-transfer are an acceptable method of payment.
3. Payment in cash or e-transfer must be received by the **first lesson of each month.** Payment by post-dated cheque must be **dated on the first of each month for the full year,** as posted on the tuition schedule.
4. Payments per lesson or month will incur a \$5.00 extra fee per lesson. Payments paid for the year will be paid in monthly payments as posted on the tuition schedule.
5. Tuition will be pro-rated if a student commences lessons after the first class stated in the yearly schedule.

CANCELLATION POLICY:

1. A notice of **24-hours** must be given for all cancellations. **One month's notice** must be given prior to termination of lessons and all fees must be up to date.
2. Lesson times are reserved on a yearly basis and as such a commitment is expected. Only three allowances will be made for lessons missed by students for the year, except for illness or severe weather conditions. All classes must be made up within the year. ***No lessons will be carried over the next year.*** Tuition may be refunded only under exceptional circumstances.
3. In the event of the teacher's absence, adjustments will be made.
4. Time lost because of a student's lateness cannot be made up.

I HAVE READ AND UNDERSTOOD THE ABOVE POLICY.

(Student's Signature/Parent's Signature if under 18)

Date: _____ **2018/2019**