



REGISTRATION FOR FALL/SPRING/SUMMER_____

Responsible Party Name_____Date:_____

Check here if your information is already on file and has not changed *and skip to sign-ups*

Email_____

Home Phone_____Cell_____

Address_____

Student 1

Full Name_____

Age_____Birth Date_____M/F_____

Please note any difference of information from responsible party, special needs, allergies, etc. here:

Student 2

Full Name_____

Age_____Birth Date_____M/F_____

Please note any difference of information from responsible party, special needs, allergies, etc. here:

Student 3

Full Name_____

Age_____Birth Date_____M/F_____

Please note any difference of information from responsible party, special needs, allergies, etc. here:

Private Lesson Sign Up- New students will be contacted with their assigned time.

Current students: Would you prefer the lesson time you have currently? _____

Name of Student	Instrument	Lesson Length	Teacher Preference	Preferred Day(s)	Earliest start time	Latest end time	Tuition

Class Sign-Up

Name of Student	Class Name	Session Date (Early Childhood only)	Location	Day	Time	Tuition

Total:_____

School Policies

1. Fees for classes are per term, and are non-refundable. The registration fee is due at time of registration. Accepted payments are valid credit cards (Visa, Mastercard, Discover, Am.ex) and checks. (Cash may be used for full-term payments or nominal amounts.) To participate in the monthly payment plan, you must provide a valid credit card or postdated checks for the entire term starting with the first month of the term until the last month of the term. The Greater Richmond School of Music will assess a returned check fee of \$25. Checks will be deposited and credit cards will be charged on the 1st of each month.
2. The Greater Richmond School of Music encourages a parent to attend class with their child. Parental attendance is required for students 6 years old and younger.
3. The Director reserves the right to cancel any classes containing less than 4 four students enrolled by the start of each term. The maximum class size is twelve.
4. If a teacher must be absent from class, the class will be taught by a substitute approved by the faculty of the Greater Richmond School of Music, a make-up class may be scheduled, or a refund in the amount of the class will be given to the student.
5. Due to the complexity of the faculty and studio scheduling, **teachers are not required to do make-ups**. It is important to keep your lesson and class time a priority. Any make-ups or rescheduling will be at the sole discretion of the individual teacher. If a student must be absent from a private lesson, payment for the lesson will still be required. If a student must be absent from a group class, students are welcome to attend another session of the same class during the same week of the class, barring there is room. There are no make-ups for group classes. Teachers can mail or email assignments to students so they do not get behind. If a student must be absent from a class, payment for the class will still be required.
6. The Greater Richmond School of Music highly encourages students to finish a whole term. Students may discontinue a group class before the end of a term; however, they are responsible for the fees for the entire term. Students studying private lessons must give a written notice of cancellation by the 15th of any given month. Tuition will be charged for the month of cancellation but will discontinue the following month.
7. Parents are responsible for their child's behavior. Please respect the instruments at the Greater Richmond School of Music as well as those around you.
8. The Responsible Party (and all students listed on this agreement) hereby allows use of any photographs and/or videos taken of students at the Greater Richmond School of Music for publicity use by the Greater Richmond School of Music.
9. The Responsible Party (and all students listed on this agreement) hereby agrees to indemnify the Greater Richmond School of Music and hold and save the Greater Richmond School of Music harmless from and against any and all claims, actions, liabilities, demands, loss, damages or expenses of whatever kind or nature, including attorney's fees, which may at any time be incurred by reason of participation in any activity at the Greater Richmond School of Music, or sponsored by the Greater Richmond School of Music at a separate location.

Payments

Make checks payable to GRSM

Total from other side:		Monthly Plan ONLY: Divide Grand Total by 5 (months) for Fall and Spring terms. Divide by 2 (months) in Summer term.	
Discounts/Coupons:		NEW FAMILIES ONLY: \$25 one time registration fee	
Grand Total Due: <input type="checkbox"/> Pay entire term today <input type="checkbox"/> Monthly Plan		Payment Today: New families: minimum of 1 st month and registration fee is due. Current families: \$25 non-refundable deposit per student is due to hold your place. All payments will be put toward balance.	
		Balance:	

I hereby take full responsibility for payments to the Greater Richmond School of Music and have read and agree to the Studio Policies above. If applicable, I authorize the Greater Richmond School of Music to charge the credit card listed per Studio Policy #1, and listed below.

Responsible Party Name _____

Responsible Party Signature _____

Date _____

How did you hear about us? _____

Credit Card Information	
Name on card _____	Card type _____
Card Number _____	Expiration date _____
3/4 digit code _____	