



# Kingwood Music School

(Formerly Kingwood Music Studios)

## STUDENT POLICIES AND REGULATIONS

Since 1986, we have taught hundreds of students in a wide range of musical instruments, including voice. Most of these students have won awards and honors in music competitions, both in the state and national levels. Some have gone on to pursue music as a career.

But our commitment to excellence must be coupled with some cooperation from you. By observing our policies and complying with the following regulations, you can help **Kingwood Music School** in ensuring a smooth day-to-day operation.

1. Lesson fees are due on the first day of each month. Any dues unpaid after the 10<sup>th</sup> will be charged a late fee of **\$25.00**. After the 10<sup>th</sup>, reminder letters will be sent out, and the late fees **will not** be waived thereafter. We encourage you to give postdated checks (dated the 10<sup>th</sup>) rather than risk paying a late fee.
2. **Upon registration, payments for the first and last month of lesson fees are required.** After 30 days of non-payment of tuition fees, Kingwood Music School reserves the right to refuse students to their lessons until fees and applicable late charges are paid.
3. Fees must be paid by either **check, cash or credit card (VISA, MasterCard or Discover)**. When paying with check, please indicate the *full name of the student(s) and the month being paid for*. When paying with cash, please ask for a receipt. Any NSF check will be assessed a **\$25.00** surcharge and can be paid only in cash.
4. **Cancellation policy: Please notify the school at least 24 hours in advance.** Cut-off time for any cancellation is 10:00 am on the same day of the lesson. Any cancellation notice later than 10:00 am will not be made up. It is your responsibility to arrange for make-up lessons with the Registration Office. All make-up lessons must be taken within a month, or they will be forfeited. Lessons are not carried over from one session to another (i.e. Summer lessons must all taken by the end of Summer Session). **Pro-rating is not allowed on lesson fees if make-ups are not taken.**
5. If a student is going to drop out of lessons, either temporarily or indefinitely, for any reason, a written notice is required 30 days for the effective date. **Your last month fee paid at registration will be applied.** Dropping out is **not** allowed at mid-month unless due to an injury (medical certificate is required) or other special cases (transfer or loss of job). Failure to give a written notice of termination will result in a full charge of lesson fees for the following month.
6. Please keep the **Kingwood Music School** calendar that tells of the major holidays when no lessons are given. No further notices will be sent out on these holidays. There are no make-ups for lessons that are missed due to holiday closures as indicated in the calendar.

(updated 7/15/2009)

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Signature

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Date Signed



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## REGISTRATION FORM

Date of Registration: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Instrument: \_\_\_\_\_

School currently attending (please indicate if home-schooled):

\_\_\_\_\_

Village or Subdivision: \_\_\_\_\_

|   |            |     |
|---|------------|-----|
| Home Address:   | Home phone | ( ) |
|   | Cell phone | ( ) |
| (For children)  |            |     |
| Mother's name*:   | Work phone | ( ) |
|   | Cell phone | ( ) |
| Father's name*:   | Work phone | ( ) |
|   | Cell phone | ( ) |
| *Please state last name if child has a different surname) |            |     |

Have you had any previous music instruction? Yes \_\_\_\_ No \_\_\_\_

If yes, what instrument(s) and how long? \_\_\_\_\_

\_\_\_\_\_

Please list any musical instruments you have at home:

\_\_\_\_\_

Other children living at home:

| Name | Age | Name | Age |
|------|-----|------|-----|
|      |     |      |     |
|      |     |      |     |

How did you find out about **Kingwood Music School**? (Please check all that apply)

Received a flyer at home       Referred by \_\_\_\_\_  
 Saw sign in front of building       Web site  
 Saw ad in phone book, newspaper, etc.       Other \_\_\_\_\_