

Vernon Community Music School - Registration 2023/24

This form MUST BE SIGNED to indicate acceptance of our school policies and must include the Registration Fees of \$20 (preschool classes); \$40 (one family member); \$50 (more than one family member).

Information on the registration form will be forwarded to teachers and used for student records and school administration purposes only.

**Important: I have read, understood and agree to the terms as stated in the Payment Policies as stated below.
I understand ALL schedules must be confirmed with each teacher.**

Signed (parent/guardian/students over 18)

Print Name

Date

Contact Information

New ☐

Returning ☐

| | | | |
|--|-------|-------------------------|-------------|
| Parent/Guardian Name or Student Name Over 18 Years | | Relationship to Student | |
| | | | |
| Mailing Address | | City | Postal Code |
| | | | |
| Phone: | Cell: | Email Address: | |
| Medical Concerns? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Emergency Contact: | |
| If YES, please advise: | | | |

I consent to VCMS using pictures of the student for:

| | | |
|----------------------------|--|--|
| Promotional Print Material | <input type="checkbox"/> Yes <input type="checkbox"/> No | I would like to receive the VCMS Newsletter by email: |
| Website/Social Media | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Lesson Information

Office Use Only

| Student Name | Birthday | Instrument/Group | Teacher | Length of Lesson | First Lesson | Last Lesson | # of Weeks |
|--------------|----------|------------------|---------|------------------|--------------|-------------|------------|
| | | | | | | | |
| | | | | | | | |
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For Office Use Only - Method of Payment

| | | | | | | |
|------------|--------|----------|------|-------|--------------------|-------------------|
| PIF: Cash | Cheque | Debit | Visa | MC | Post-dated Cheques | Equal CC payments |
| Amount Pd: | | Paid By: | | Date: | Receipt #: | |

Return this form to the office along with the *non-refundable family society membership fee*. **PAYMENT POLICY:** We accept payment by Visa, Mastercard, Interac, Cash or Cheque. Payments in the form of Post Dated Cheques, Credit Card numbers, or Cash are accepted. We have three payment options: pay invoice in two installments, four installments or monthly installments, to come out on the 15th of the month. Ask the registration desk for more information.

CANCELLATION POLICY: Four weeks' notice is required in writing to the teacher, if lessons are to be discontinued. Otherwise fees will be charged for four lessons.

ABSENCE POLICY: When a student is absent with or without notice, the teacher will be paid for this lesson time. THE TEACHER IS NOT OBLIGED TO SUPPLY MAKE-UP LESSONS OR LESSON CREDIT BUT MAY DO SO AT THEIR DISCRETION. WHEN A TEACHER IS ABSENT WITH OR WITHOUT NOTICE, THE STUDENT'S LESSON MUST BE MADE UP BY THE TEACHER OR THE STUDENT WILL RECEIVE A REFUND AT THE END OF THE YEAR.