

SOUMAS HERITAGE SCHOOL OF MUSIC

1451 East 2ND Street

Plainfield, NJ 07062

Tel: (908) 222-1722 * Fax: (908) 222-9085

Email: soumasmusic@msn.com www.soumasmusic.com

REGISTRATION FORM

BILLING INFORMATION

Billing Name _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Work: _____ Cell: _____

Email: _____

STUDENT INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Male Female Birthday _____ School _____ Grade _____

Special Needs: _____

Referred by: _____

PRIVATE LESSONS

INSTRUMENT: _____ DAY: _____ TIME: _____

GROUP COURSES:

- Music Theory & Composition
- American Sign Language & Music Interpretation
- Studio Engineering (limited availability)

TOTAL TUITION SCHEDULE FOR THIS ACCOUNT

TUITION PLAN:

Whole Note Plan Prelude Plan Solo Plan Double Whole Note Plan Ensemble Plan

\$35.00	\$ _____	\$ _____	\$ _____
Registration Fee	Monthly Tuition	Tuition Deposit	Total Registration

SIGNATURE: _____ DATE: _____

Policies and Procedures

Registration:

A non-refundable registration fee of \$35.00 per student is required at the time of registration to register for the Prelude or Solo plans.

Payment of Fees:

“Whole Note Plan”

“Double Whole Note Plan”

“Ensemble Plan”

One Year Contract

- The term of the contract is for one year from the date of the signed registration
- Tuition is due on or before the first of every month of the contract _____
- Clients may choose one of three payment options:

Credit Card Authorization

Tuition is charged monthly to your credit or debit card on the first of every month. Credit Card Authorization is in effect for the entire twelve month term of the contract. Completion of a Credit Card Authorization form is required at the beginning of the contract. All major credit/debit cards are accepted.

Post-Dated Checks

Signed and dated checks in the amount of tuition will be kept on file for each month of the twelve month contract. Checks will be submitted for payment on the first of the month indicated on each check.

There is a \$50.00 charge for each check that is returned for non payment.

Month-to-Month Payment

Payments are made on a regular basis by the 30th of the previous month. For example, September tuition would be due by August 30th, etc. **If tuition payment is not made on time, the student will be immediately removed from the teaching schedule and, the contract will be considered null and void. Additionally, an Early Termination Penalty of \$175.00 will be assessed. Re-registration will be required to re-instate lessons.** _____

Early Termination of Contract

Early termination of contract for any reason, including lack of on time payment, will result in a \$175.00 Early Termination Penalty. _____

Summer Breaks

Please note that the one-year contract spans for all twelve months during the contract year, and payment is required for all twelve months.

Students who are on one-year contracts and prefer not to take lessons during the summer months (July and August) are entitled to make-up lessons for those months which may be scheduled for either before or after a summer break. The School reserves the right not to guarantee the same lesson day and time for students after returning from a summer break.

“Prelude Plan” – Three Month Limited Contract

- The term of the contract is for three months from the date of the signed registration
- Tuition is due on or before the first of every month _____
- Registration fee is waived for up-front payment of entire three month contract
- Clients may choose one of three payment options:

Credit Card Authorization

Tuition is charged monthly to your credit or debit card on the first of every month. Credit Card Authorization is in effect for the entire three month term of the contract. Completion of a Credit Card Authorization form is required at the beginning of the contract. All major credit/debit cards are accepted.

Post-Dated Checks

Signed and dated checks in the amount of tuition will be kept on file for each month of the three month contract. Checks will be submitted for payment on the first of the month indicated on each check.

There is a \$50.00 charge for each check that is returned for non payment.

Month-to-Month Payment

Payments are made on a regular basis by the 30th of the previous month. For example, September tuition would be due by August 30th, etc. **If tuition payment is not made on time, the student will be immediately removed from the teaching schedule and, the contract will be considered null and void. Additionally, an Early Termination Penalty of \$175.00 will be assessed. Re-registration will be required to re-instate lessons.** _____

Early Termination of Contract

Early termination of contract for any reason, including lack of on time payment, will result in a \$175.00 Early Termination Penalty. _____

“Solo Plan” Month-to-Month Lesson Plan

Lessons are purchased on a monthly basis. Payments are made by the 30th of the previous month for which lessons are purchased. For example, payment for lessons in September would be due by August 30th, etc. **Lesson day and time is scheduled at the time of purchase. Same day and time for lessons from month to month is not guaranteed.** _____

Service Philosophy

Soumas Heritage School of Music is committed to providing quality music education services to our clients. We maintain the highest standards in the hiring of teaching faculty. All our teachers are trained and experienced professionals. While it is our general policy for students to be scheduled with a regular teacher from week to week, on the rare occasion that a teacher must be absent from a lesson, it is the School’s policy to provide a substitute for that lesson from among existing faculty. Students will not receive pre-notification before such a lesson. _____

Discontinuing Private Lessons

Notification of intent to discontinue private lessons is required prior to terminating lessons. If you have registered for “The Whole Note Plan”, “The Prelude Plan”, “The Double Whole Note Plan” or the “Ensemble Plan” contracts, you will be charged the Early Termination Penalty at the time of suspension of lessons. _____

To withdraw from lessons, a parent or adult student must:

1. Inform School Office, and
2. Complete and sign Intent to Discontinue Private Lessons form.

Missed Lessons and Make-up Lessons

24 hour notice must be given at the School Office to receive a make-up for missed lessons. Make-up lessons will be scheduled as soon as possible after a missed lesson. Make-up lessons must be scheduled through the School Office and not with individual teachers. Lessons that are missed with less than 24 hours notice are considered unexcused and will not be made up. No refunds are given for unexcused missed lessons.

Fifth Days of the Months

Contracts and lessons at Soumas Heritage School of Music are based on four lessons per month. In cases where a student’s lesson day and time fall on a fifth day of the month (i.e. a 5th Tuesday or 5th Wednesday, etc,) the student will not have a lesson on that day. Exceptions will be made in cases where a make up lesson is owed to the student. Arrangements for such lessons will be made through the School Office. Reminders of 5th days of the month will be noted on the Monthly Calendar. _____

Care of Students

The School is not responsible for providing care before or after lessons for underage students. Parents with students under the age of 5 are asked to remain in the school during lessons. Students should not be left at the school for excessive periods of time before or after lessons. _____

Important Dates and Events

The School will notify clients of important dates such as recitals, test registration deadlines and school closings through printed Monthly Calendars. It is each student’s responsibility to acquire a Monthly Calendar from the School Office at the beginning of each month. The Monthly Calendar will be the sole communication of such events.

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 lesson activity or any other activity conducted by the students before, during or after lesson times.

Photo Release

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

This is to certify that I have read and understand the above policies and procedures and agree to abide by them.

Signature of Parent or Adult Student

Date

Student Name (Please Print)

Soumas Heritage School of Music
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Tel: 908-222-1722 Fax: 908-222-9085 Email: soumasmusic@msn.com
Website: Soumasmusic.com

Office Use Only:

Registration Check List _____ *Signature Obtained*

_____ *Terms of Contract*

_____ *Payment Policy* **STAFF INITIALS** _____

DATE _____

_____ *Make-up Policy*