

NEW STUDENT PACKET



PIANO TUNES MUSIC ACADEMY
(815) 623-1000
9461 N. 2ND ST., SUITE C, ROSCOE, IL 61073
WWW.PIANOTUNESACADEMY.COM

Tuition and \$20 registration fee due at time of sign-up

STUDENT INFORMATION

Student(s) Name: _____ Program(s): _____

How did you hear about us? _____

Phone #: _____ E-mail: (used for billing + newsletter purposes) _____

Address: _____

If the student(s) is under 18 years, please complete the following:

Name: _____ Birthdate: _____ Name: _____ Birthdate: _____

Age: _____ Allergies: _____ Age: _____ Allergies: _____

Medications: _____ Medications: _____

Initial

RULES AND REGULATIONS

- _____ 1. Our program is year round. Students will be automatically re-enrolled every month. Some months have fewer weeks than others. If the student has lessons less than 4 times that month, you may receive a makeup lesson.
- _____ 2. To stop lessons, we require a written (via a note or e-mail) notification delivered to the office by the 20th of the month to be dropped the following month. **No refunds will be given for tuition already paid.**
- _____ 3. Auto debit is required and is deducted on the 28th of the month for the following month.
- _____ 4. If we do not receive payment by the 5th of the month, students will be automatically removed from the lesson schedule. A \$10 re-instatement fee will be due to resume lessons.
- _____ 5. If you need to miss a lesson, inform the office at least 24 hours in advance to obtain a make-up lesson. (Exceptions in case of illness.) If we are given less than a 24 hour notice - or none at all - , a make-up lesson will not be given. Make-up lessons are not guaranteed and will be scheduled as space permits. **No credits will be given for missed lessons.**
- _____ 6. Weather cancellation policy: All lessons will be cancelled for the day when the Kinnickinnick #131 School District is closed due to bad weather **concerning snow only**. If in doubt, please call us or check our Facebook page. We also e-mail newsletters for emergency closings. Students are allowed to schedule a makeup where space is available. No refunds will be given and make-ups are not guaranteed. If you have questions or concerns, please call or e-mail us at susan@pianotunesacademy.com.
- _____ 7. We host 2 annual recitals - one in the spring and one in the winter. Teachers will automatically sign-up students. who are ready. Fees for the spring recital will be automatically included in that month's auto debit. (\$25 first student, \$15 2nd+ student)

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EMERGENCY CONTACT

Emergency Contact Person: _____

Phone#: _____ Relationship: _____

EMERGENCY INFORMATION - PARTICIPANT AGREEMENT - LIABILITY RELEASE

Club Waiver and Release Form

I fully understand that Piano Tunes Music Academy, Inc.'s staff members are not physicians or medical practitioners of any kind. With the above in mind, I hereby authorize the PTMA Inc. staff to render first aid to student in the event of any injury or illness, and if deemed necessary by PTMA Inc. Staff to call a doctor and to seek medical help, including transportation by PTMA Inc. Staff member or representatives, whether paid or volunteer, to any health care facility or hospital, or the calling of an ambulance for said student should the PTMA Inc. Staff deem this to be necessary.

Student Name: _____ Date of Birth: _____

Student Name: _____ Date of Birth: _____

Signature: _____ Date: _____

PHOTO/VIDEO RELEASE

PTMA may occasionally want to use photograph's taken of students on the website, in advertisements or on social media. PTMA will only use a student's first name and age if anything at all is attached to a particular image. Please review the photograph/video/consent release below:

_____ PUBLIC DISPLAY AND SOCIAL MEDIA APPROVED. By selecting this box you approve of internal and external use of photos/videos for PTMA's promotional purposes such as print advertisement, website, newspaper articles, newsletters and social media.

_____ PUBLIC DISPLAY AND SOCIAL MEDIA *NOT* APPROVED.

Signature: _____ Date: _____

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PAYMENT INFORMATION

There are two payment options, outlined below. Please select which one you would prefer. Cancellation of the program must be made in writing by the 20th of the current month to be dropped the following month. Tuition is nonrefundable.

AUTOMATIC PAYMENT BY CREDIT/DEBIT CARD

Monthly tuition will automatically run on the 28th of every month for the *following* month's tuition costs. (i.e. the payment will run April 28th to pay for May's upcoming lessons.) If payment is not received by the 5th of the month, students will be automatically removed from our lesson schedule and a \$10 reinstatement fee will be due in order to resume lessons.

Credit Card # _____ - _____ - _____ - _____ Exp: ____/____
Name on Card: _____ Phone Number: _____
Billing Address: _____
Signature: _____ Date: _____

OFFICE USE ONLY

Student Name: _____ Cust. #: _____ Contract ID #: _____