

# ENROLLMENT FORM & SCHOOL POLICY 2018-19

## SCHOOL LOCATIONS

Richmond Ph. (604) 273-6661  
Coquitlam Ph. (604) 941-8447  
Surrey Ph. (604) 588-3200

North Van Ph. (604) 988-9974  
Victoria Ph. (250) 383-5222

## ADMINISTRATION OFFICE

150-3631 No.3 Rd.,  
Richmond, BC V6X 2B9  
Phone: (604) 688-8929/Fax: (604) 688-8716



STUDENT	STUDENT NUMBER:	New Enrollment <input type="checkbox"/>	Location:
Name _____ Home Address _____			
City _____	Postal Code _____	Home Phone _____	Cell Phone _____
Age _____	Sex _____	Date of Birth _____	Email Address _____
Parents or Guardian Name _____			Phone _____
<b>COURSE INFORMATION</b>			
Type of Lessons: _____		Instructor: _____	
Group Lessons <input type="checkbox"/>	Semi-Private Lessons <input type="checkbox"/>	Private Lessons <input type="checkbox"/>	Yamaha <input type="checkbox"/> Theory <input type="checkbox"/> Others <input type="checkbox"/>
Day & Time: _____		Term Period: _____	
<b>COURSE FEES</b>			
Tuition: _____		( of lessons x \$ )	
Registration Fees: _____		(\$30 full payment + Tax)	
Monthly Payment Processing Fee: _____		(\$30 with monthly payment + Tax)	
Material Fees (with tax) _____		(non-refundable with used material)	
Exam Fees (YGE) _____		(non-refundable after Dec 31, 2018)	
<b>Total</b> _____			
1st payment _____			
Net Payable _____			
<b>PAYMENT METHOD (OFFICE USE ONLY)</b>			
<b>(A) SINGLE PAYMENT METHOD</b>			
<b>(B) MONTHLY PAYMENT METHOD</b> o Monthly payment will be accepted with Mastercard, Visa, American Express			
<b>Credit Card Authorization</b>			
Permission is hereby given to debit the credit card account below for the amount:			
_____ due on the 1st of each calendar month from _____ to _____ <b>Visa/MC/AMEX (circle one)</b>			
Credit Card No. _____		Expiry Date: _____	Cardholder name _____
Cardholder Signature X _____			

### Registration and Payment

- A complete registration form must be filled out.
- For students under 15, a parent or guardian's signature is required.
- A non-refundable \$30.00 registration fee per family from September 1, 2018 to August 31, 2019 is applied to all students.
- An extra \$30 processing fee is applied to monthly payment.
- Payment methods include: Single payment in the forms of cash, credit card charge, debit card charge, AND monthly payment: pre-authorized credit card only.

### Declined Payments

- A \$20.00 fee is applied to student's account for each declined transactions put through the customer's approved monthly payment plan.

### Missed/cancelled Group Lessons

- Missed group lessons **WILL NOT BE REFUNDED** unless the school or the instructor cancelled the class.
- Tom Lee Music Academy reserves the right to cancel any group classes that do not have sufficient enrollment. A full refund will be issued in that event (two students can continue with "semi-private" lessons). Any point in the year should the size of the group class decrease to 2 students, the length of lesson will be change to 45minutes or they may continue as semi-private lesson with adjusted payment.

Signature of Student/ Parent/Guardian

Date

Office Use ONLY

Name of Administrator

**Missed Private Lessons** - Require a minimum of 48 hours notice for all cancellations

Lesson(s) that must be missed due to teachers' illness or professional obligations will either be rescheduled or filled in by a qualified substitute arranged by the school or by the teacher.

<p><u>For students who register for 18 and more lessons:</u></p> <p>Makeup lessons will only be scheduled provided that a minimum of 48 hours notice is received by the school administration and the cancellation is due to illness or similar good causes.</p> <p>If a make-up lesson cannot be scheduled at a mutually convenient time, a credit will be issued.</p> <p><u>A maximum of 2 lessons cancellation</u> will be accepted per student who registered 18 lessons or above.</p> <p><u>A maximum of 4 lessons cancellation</u> will be accepted per student who registered 36 lessons or above.</p>	<p><u>For students who register for trial or 4-17 lessons (Short Term Program):</u></p> <p>The school <b>WILL NOT</b> accept any cancellation.</p> <p>All missed lessons will be charged and there will be no make up lessons.</p>
	<p>Student's or Parents/Guardian's initial: _____</p>

**Transfer**

After students have enrolled in a specific class time they have the opportunity to change to a different class ONCE ONLY. If a student decides to transfer to a new class, different teacher the second time, he/she will be charged a **\$25.00** transfer fee. For Yamaha lessons, transfer is not accepted after the December Christmas Break. For January starts classes, transfer is not accepted after **March 31<sup>st</sup> 2019**.

**Cancellation Before Classes Begin**

If a student cancels his registration **4 weeks before classes begin**, full refund will be issued except for registration fee and monthly payment processing fee.

If a student cancels his registration within 4 weeks before classes begin, a partial of the first payment will be refunded and only material fee will be refunded to the Yamaha students.

**Discontinuation/Withdrawal After Class Begin**

- A 4-school-week advance written notice is required to withdraw from classes/lessons.
- A Course Discontinuation Form must be submitted to the school office. (The 4-school-week period commences upon the receipt of this form. If the notice is given on a lesson day, that week will not be included in the 4-school-week notice period. Tuition fee for the duration of the 4-week period will be charged whether lessons are taken or not.)
- **Informing the instructor of the intent to withdraw, or not attending classes, does not constitute withdrawal.**

For Sept - June Yamaha classes, tuition refunds will not be granted for withdrawals where notice is received after February 28<sup>th</sup>, 2019 (the last refundable lesson is April 4<sup>th</sup> 2019). For Jan - June classes, tuition refunds will not be granted after March 31<sup>st</sup>, 2019 (the last refundable lesson is May 5<sup>th</sup> 2019).

**All 2018-19 lessons must be completed by Dec 31<sup>st</sup> 2019. No Credits will be carry over beyond Dec 31<sup>st</sup> 2019.**

**Refunds**

Non-refundable Fee:

- Registration fee; monthly payment processing fee
- Material fees once classes have begun (For Yamaha second term material fees after Dec 1<sup>st</sup> 2018)
- Short Term Package: Trial lesson, Private lessons (4 to 17 weeks program) OR Group lessons

It takes approximately 60-90 days for refunds to be processed.

Student's or Parents/Guardian's initial: \_\_\_\_\_

Student's or Parents/Guardian's initial: \_\_\_\_\_

**Photo/Video Permission Release**

I, \_\_\_\_\_ (student/parent/guardian's name) agree/disagree to use all photos/video taken in classes or events for promotion with Tom Lee Music Academy.

**Liabilities**

Tom Lee Music Academy does not assume any responsibility or liability for the well-being and safety of students and/or minors who are left unattended on our school premises or common areas. Tom Lee Music Academy also does not assume any liability for loss or damage of personal property on our school premises or common areas.

**I, the undersigned, understand and will abide to the policies of Tom Lee Music Academy.**

\_\_\_\_\_  
Signature of Student/Parent/Guardian

\* School Policy will be subjected to changes.

\_\_\_\_\_  
Date

**TomLeeMusic**  
Academy