

Salem School of Music 2013-2014 Registration Form

Please complete **both sides** of this form and include the annual registration, materials, and activities fee of: **\$65** (\$50 for each additional student)

Please postmark by August 11th, 2013 if expecting to participate in September 2013 lessons.

To mail this Registration Form, please send to: Salem School of Music; 1729 Summer St. NE; Salem, OR 97301

Parents'/Guardians' Names _____

Address _____ City _____ State _____ Zip _____

Cell # _____ Do you send/receive text messages? Y / N Other Phone # _____

1st Student's Name _____ Birth Date _____

2nd Student's Name _____ Birth Date _____

3rd Student's Name _____ Birth Date _____

Email Address for important communication of class information

Does your child already have a: Metronome? Y / N Music Flashcards? Y / N

What would you like to see accomplished with your child's (/children's) instruction?

In what class/es are you interested? Private Group

We do two recitals per year. How important is this to you in terms of enrolling your child at SSM? Please check one:

Not very important ____ Interesting ____ Very important ____

Information, Policies and Releases

SSM tries its best to make everyone's music experience as positive as possible. To avoid future problems and confusion please read the information below. Please initial all points to indicate you have read, understand, and agree with the information and policies of Salem School of Music.

____ Tuition is due by the 10th of each month. No partial month payments are accepted. Cash, checks, and credit card are accepted. There is a \$20 fee for late payments and returned checks. Please write your child's name in the memo line so the correct account will be credited if paying by check. Please put cash in an envelope with your child's name written on the outside. For mail/Bill Pay please have tuition sent to: SSM; 1729 Summer St NE; Salem, OR 97301. Credit card payments are accepted via Paypal to gillian4343@gmail.com

_____ Monthly payments are each equal to 1/12th of a full year's tuition. Class size is limited, and at times there are waiting lists. Once you are enrolled in lessons, your spot is reserved for you until you notify SSM to do otherwise. Students are expected to participate in lessons for a full calendar year at a time. That is, if you begin in June, you are expected to continue at least until the following June. Please give three weeks' notice if you decide you will not return to SSM to ensure sufficient time to get new students in class. If notice is not given you will be expected to pay the following month's tuition.

_____ If given significant notice (three weeks or more) of upcoming extended vacations or other absences, reduced month tuition for those months may certainly be negotiated.

_____ Weekly group lessons are scheduled each year on an "as-needed" basis. That means that days/times are not already selected and are TBA. Feel free to check the "group lesson" box above if you are interested in this type of session, and your schedule will be considered when those lessons are arranged for. Weekly group lessons will begin the 3rd week of September to give time for families to solidify their schedules first.

_____ Students are expected to continue lessons and practice during the summer. Please see the Studio Policies for information regarding options for summer lessons, including private, group, and monthly "camp" lessons.

_____ If the student is unable to attend his/her lesson, please be courteous and give at least 24hr notice. Makeup lessons cannot be guaranteed, but if the student wishes for one, the teacher will make an effort to accommodate a makeup. Lessons may be made up in the form of group lessons.

_____ Students must arrive in time for their lesson or class. Your lesson **time slot** is reserved for you—not a set number of minutes.

_____ Any siblings or other children who are in the vicinity of a lesson being taught must be quiet so that they do not create a distraction.

_____ Recitals this year are on December 14th, 2013, and April 19th 2013(mark your calendars now!) Please try to give a full months' notice if you will be unable to attend the performance (with exception of family emergency, injury and illness).

_____ There is a monthly email newsletter. Please take the time to read to be aware of new information about SSM that the parents need to know. The newsletter will also be available at nwschoolofmusic.com You are responsible review its information at the beginning of every month. Of course, email/call if you have any questions regarding its contents.

_____ You will receive by email a copy of the current Studio Policies. Please read them and ask if anything is unclear. Please let us know if you have any trouble opening the files.

_____ Please review the Music Practice Policy (found in the Studio Policies) with your child.

By signing below, I certify that I have read, understood, and agreed with the policies and procedures listed on the Salem School of Music.

Printed Name of Parent/Guardian*: _____

Signature of Parent/Guardian: _____ Date _____

*Registration form must be filled out by a legal parent/guardian, and the legal parent/guardian must agree to be held ultimately responsible for tuition payments, regardless of what other outside arrangements may be made.

Picture Release (please sign!)

I give Salem School of Music permission to take and use pictures of my child for promotional purposes (brochures, ads, etc.)

Parent /Guardian Signature _____ Date: _____