

Arches Fine Arts, LLC

Registration form

Student's name: _____

Parent/guardian's name: _____

Home phone: _____ Cell: _____ Ok to text? Y N

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Student's date of birth: _____ Grade: _____

Name of school: _____

If student has taken lessons before, how long: _____

Lesson Policies

Revised September 8, 2017

Scheduling: Lesson times will be arranged in consultation with the teacher. We will endeavor to find the time that best fits your schedule.

Instruction Rates: Private lessons are \$18.00 per 30 minutes (\$72.00 per four-week month) or \$25.00 per 45 minutes (\$100.00 per four-week month). Payment for the entire month is due at the first lesson of the month. If there are more or less than four lessons in a month, the amount due will be the rate of the lesson multiplied by the number of lessons in the month. If a student begins lessons in the middle of the month, we will prorate for the weeks missed in the first month.

Family Discounts: Additional family members receive \$5.00 off of the month's tuition (i.e., for two students taking 30-minute lessons, the cost for a four-week month is \$139.00 instead of \$144.00). In the case of a month in which there are fewer than four scheduled lessons, the discount does not apply.

Faculty Cancellations: If your instructor must cancel a lesson, she will contact the student and arrange for a make-up lesson. If neither can be arranged, a credit for the missed lesson will be applied to the student's account.

Snow Cancellation: Lessons will be cancelled in the event of hazardous traveling conditions due to weather. If lessons are cancelled, the instructor will contact the student by the morning of the scheduled lesson.

Illness: In the event that the student is exhibiting symptoms of illness, they should not attend the lesson. The instructor will attempt to schedule a make-up for lessons cancelled due to illness, but it is not guaranteed. It is also recommended that students wash their hands before and after lessons to reduce spreading germs.

Lesson Supplies: Each student will need to purchase music books (determined by the instructor) and bring them to each lesson.

Recitals: Instructors will hold two recitals per year. Students are strongly encouraged to participate. Family members and friends are welcome to attend all recitals.

Cancellation Policy: In order to discontinue or suspend lessons, written notice is required 30 days in advance. If the proper notice is not given 30 days before lessons are being discontinued or suspended, the student is responsible for the next month's full tuition.

Late Fee: Payment is due at the first lesson of the month. If payment is not received by the second lesson of the month, a late fee of \$10.00 will be applied. There is also a \$20.00 fee for any returned checks.

Missed Lessons and Make Ups: In order to be excused from a lesson, students must notify the instructor at least 24 hours in advance of the lesson. Each student will be allowed two excused make up lessons per semester. Make up lessons must be taken within 2 weeks of the missed lesson or be forfeited. Unexcused absences do not merit a credit, refund, or make up lesson. No exceptions. Students arriving late are only entitled to the amount of time remaining in their scheduled lesson slot.

I have read and agree to the above policies and I am responsible for tuition payment:

Parent/Guardian Signature

Date