

Violin Student Registration Form – Private Lessons September 2010 to June 2011

Name of Student: _____

Name of Guardians: _____

All Phone Numbers Where You May Be Reached: _____

Email address: _____

Length of Lesson: _____

Preferred Lesson Day and Time (please indicate more than one possibility)

Fees to be paid monthly by post dated cheques. Monthly Pro-rated Fees:

| Tuesday, Wednesday and Thursday (38 lessons from September to June) |
|--|
| 30 minutes: \$95 per month |
| 45 minutes: \$143 per month |
| 60 minutes: \$190 per month |

A schedule of lesson days will be provided to you in September.

Important Details:

**The following outlines the terms and conditions of my lesson policy.
Please read it carefully.**

- The earlier you register the greater chance you have to secure your preferred time.
- **Missed lessons:** Once you have registered in a time slot, you agree to come to your lesson at that specific time and must pay for the lessons **whether or not you attend.**
- **Notification of missing a lesson:** Lessons missed due to illness require a doctor's note if you would like a make-up lesson. If you are going to miss a lesson you must give me as much notice as possible in order for me to rearrange or make-up that lesson. **Notifying me on the day of your lesson that you will not attend means you forfeit that lesson.**

- Generally, I will do makeup lessons only if you miss a lesson due to **extreme circumstances**, and if you **rarely** miss a lesson.
- Each make-up lesson beyond the first two is subject to a \$10 administration fee.
- **I require one month's written notice if you choose to discontinue your lessons.**

Important Notes: Given that teaching is my main source of income, and that there is limited teaching time available, each alteration in your previously agreed upon schedule results in extra and unpaid work for me to rearrange other students' time slots, and usually I am unable to fill up the vacant time slot you missed. Therefore:

- If you have a conflict with your lesson time you may first ask another student to exchange times. If you are a good student who practices I am likely to rearrange your lesson if you let me know well in advance of your conflict (ie. The more advance notice you give me the better your chances of me rearranging your time.)
- If, after commitment to take lessons for the whole semester (September to June), you decide to temporarily discontinue lessons without payment, I can not guarantee that your time slot will still be available upon your return and; The cost of your lessons will be adjusted to the current fees for new students.
- **I do not consider school events, field trips or family vacations legitimate reasons to ask for a makeup lesson.**

I _____
(student/parent) have read the preceding terms and agree to comply with them.

Dated _____

Signed _____

NOTE: There is no registration fee, however I require that you include a payment for the first month of lessons (postdated for September 1, 2010.) I will interpret your advance payment as your firm reservation of the agreed upon lesson time.

Please drop off your registration when you go to your lesson or, mail your registration and the payment to:

Nicole Scoffield
103 – 1446 West 13th Ave.
Vancouver, BC, V6H 1N9

The lessons take place at Broadway Academy of the Arts **2668 West Broadway**
(one and a half blocks east of Macdonald, on the South side of Broadway)