

Chicago Center School of Music

770 N HALSTED, SUITE 300 • CHICAGO, IL 60642 • (W) 312.416.0622 • (F) 312.577.0821

STUDENT & CONTACT INFORMATION

New Student

Returning Student

Student's Name _____ Birthday _____

Affiliated School (if applicable) _____ Year/Grade _____

Street Address _____ Apartment _____

City _____ State _____ Zip _____

Phone (h) _____ (c) _____ (w) _____

E-mail Address _____

Parents' Names (if applicable) _____

How did you hear about us? (Please be specific) _____

CLASS REGISTRATION

Registration Fee _____ Tuition Fee _____

Teacher _____ Instrument _____

Day/Time _____ 1/2 hour 3/4 hour 1 hour

Registration Fee

There is a \$20 registration fee for each new student at the time of registration. Second or third student discount is \$10. Students who leave the school for one year and return are required to re-register and pay the fee again.

PAYMENT

Cash

Check

Credit Card

Card Type _____

Total Amount \$ _____ To Be Billed: One time Monthly (- reg. fee) Every Session (16 Weeks, - reg. fee)

Credit Card Number _____

Exp. Date _____

3-4 digit CVV2 _____

Name on Card & Billing Address, if different from above

POLICIES

Lesson Discontinuation

We require one month written notice to discontinue lessons. If, for example, you would like to discontinue lessons in May, we need your written notice on the first of April. If no notice is given by the first lesson of the month before lessons are being discontinued/suspended, then the student/parent will be responsible for the next full month's tuition, no exceptions. We have a waiting list of students and there is no reason that a teacher should not have a lesson slot filled because a student did not give us a notice to discontinue.

Cancellation, Refunds, Missed Lessons, and Make Ups

We require 48 hours advance notice for all cancellations. Lessons not cancelled within 48 hours will be charged for the amount of the lesson, as we are required to pay our instructors for their time. Each student will be allowed up to four make up lessons per calendar year. Make ups must be taken within 30 days of the missed lesson, otherwise they will be forfeited. If we know in advance you will be absent, we can schedule another student's make up lesson in your time slot and vice versa. We understand that there are times when advance notification is not possible, and we are willing to work with those who are faced with extraordinary circumstances (natural disasters, sudden emergencies, death in the family, etc.). There are no refunds after the second lesson.

Monthly Billing

All students who are paying for lessons on a month-to-month basis (instead of by 16-week session) must enroll in our automatic monthly billing program, unless there is a trial period, after which enrollment will be required. This system is a valid, safe, and secure way to pay for ongoing lessons at our school. We accept Visa, MasterCard, Discover, and American Express. We will automatically bill your card no later than the 4th day of the month. If a student begins lessons in the middle of the month we will prorate for the number of lessons before the beginning of the first full month.

I agree with and will adhere to the policies of the Chicago Center School of Music as stated above.

Signature of Student/Parent

Date