

# REGISTRATION FORM 2010-2011

**Program:**     Music         Dance

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_

M  F    DOB (mm/dd/yyyy): \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Emergency Contact & Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address 2: \_\_\_\_\_

Medical Conditions:    No    Yes \_\_\_\_\_

How did you hear about us?:    Door Hanger    Flyer    Sign    Internet    Craigslist

Referral \_\_\_\_\_  Other \_\_\_\_\_

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1) Private Lesson or Class \_\_\_\_\_ Day & Time \_\_\_\_\_

Lesson Length:    30 min    45 min    60 min    75 min    90 min

2) Private Lesson or Class \_\_\_\_\_ Day & Time \_\_\_\_\_

Lesson Length:    30 min    45 min    60 min    75 min    90 min

3) Private Lesson or Class \_\_\_\_\_ Day & Time \_\_\_\_\_

Lesson Length:    30 min    45 min    60 min    75 min    90 min

4) Private Lesson or Class \_\_\_\_\_ Day & Time \_\_\_\_\_

Lesson Length:    30 min    45 min    60 min    75 min    90 min

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Music Lessons: Please send in this form with your non-refundable \$20.00 registration fee as soon as you know the time and day of your lesson.

Dance Classes: Class sizes are limited...so it is best to mail in this form with the non-refundable \$20.00 registration fee as soon as you know which class/time works best for you.

Write checks to and mail or drop-off forms to:

**Better World School of Music LLC**  
**22793 Foothill Blvd. Hayward 94541**  
**Corner of Foothill, D St. & Main**

Policy

*Please initial ALL terms when you have read and understand the following.*

\_\_\_\_\_ REGISTRATION: One-time fee of \$25.00 per family

\_\_\_\_\_ SCHOOL TUITION: Collected once a month through a **choice of the following:**

- Online checking account debit or any credit card. Debits are presumed correct if not questioned within 15 days.

\_\_\_\_\_ - 6 months of post-dated checks

\_\_\_\_\_ - Cash; one month up front plus correct month tuition.

Reason: *Experience has taught us...*

\_\_\_\_\_ We need to cover the extra office time required to enroll new students, as well as hold your spot in the schedule. No spot will be reserved until this one-time fee is collected. This protects the music school and teacher from the "NO SHOW" scenario...

\_\_\_\_\_ Being plugged into an auto-debit system leaves everyone free to focus on coming in for lessons instead of standing in a long line at the beginning of every month to pay the tuition. You will be emailed every time there is a debit, and the deduction will appear on your statement as Better World School of Music, LLC. This is the preferred method of collecting tuition fees at our school, as it has proven to be the least time consuming and the least expensive for you, depending on potential late fees from other forms of collection.

\_\_\_\_\_ Check payers can make out 6 checks postdated for each month. By the 5<sup>th</sup> month a new round of post-dated checks needs to be collected to hold your spot. If at any time you wish to withdraw from classes, we need one month's notification. This gives the school time to schedule a new student in your place, keeping the teacher's income consistent from month to month. After all... this is their job that pays their bills, just like you!

\_\_\_\_\_ By collecting a first and last this protects the music school and teachers from a different problem that has occurred...like discontinuing lessons without notification. This has resulted in loss of income to the teacher and the school when people disappear and refuse to return phone calls or emails. By the time we figure out they have quit, unnecessary loss of income has taken place.

**Policy**

WITHDRAWAL: One month notification of decision to discontinue lessons must be done by written notification via email to [Kathy@bwschoolofmusic.com](mailto:Kathy@bwschoolofmusic.com) or by a note addressed to the director.

DECLINED PAYMENT FEE: All failed debit transactions will have an extra \$15.00 fee added.

MISSED LESSONS:

- **On the part of the student** - the school offers **4 makeup lessons per year** regardless of the reason the student cancels their lesson, so long as we're notified at least **24 hours in advance**. However, for **sicknesses/illnesses**, we allow until **10am the day of the lesson** to receive notification for it to be eligible for a makeup.

- **On the part of the teacher** - a substitute will be provided, or a student will be re-scheduled for a makeup lesson without affecting the student's 4 make-ups a year limit. If neither one can be provided, the school will credit back the missed lesson.

2 WEEK VACATIONS: Each student can reserve 2 weeks out of every year to take a vacation and not lose their spot. With one month notice you will not have to pay tuition for that 2 weeks.

**Reason: Experience has taught us...**

One month notification gives the school time to schedule someone else in your time slot. Teacher who end up with half hour "holes" in their schedule are still at work until their next student; so the music school needs early notification to avoid this waste of time and money.

You would not believe the extra time and effort involved on our part to collect on a card that is no longer valid or has insufficient funds!

We realize things come up; students get sick and need to re-schedule. To keep a balance and make sure everyone keeps their priorities straight when it comes to their lesson time, we can only allow 4 makeup lessons a year. This is fair considering other local schools allow a maximum of 2 makeups a year, and one school in Castro Valley has no provision for any makeup lessons...all missed lessons are forfeited by the student.

Our teachers are working professionals, so on occasion might have a "gig" scheduled for a special event they are hired to do. You benefit by studying with a teacher who is still out in the field as a performer. Also, our teachers are not immune to illness and may need to cancel until they are well.

We realize everyone/every family needs and deserves a vacation. With one month's notice we can plan for this with you and still keep a teacher busy by planning makeup lessons due other students while you are gone.

**Policy**

RESPECT FOR SCHOOL PROPERTY:  
Eating and drinking is reserved for in the entryway only. No students are allowed in the teaching rooms without a teacher present.

DANCE/MUSIC/GROUP CLASSES:  
Tuition covers weekly lessons, extra rehearsal times, outside time the teacher sends to organize and arrange performances, decision making and ordering of costumes as well as a multitude of extra stuff. Some months have 5 lessons at no extra cost to you. You will not pay tuition for classes that are cancelled because the school is closed.

ATTENDANCE IN GROUP CLASSES:  
Too much absenteeism could result in you/your child not being ready for the end of the year recital. If the teacher feels too many absences are the cause for not keeping up with the class, he/she has the right to exclude the student from the recital.

**Reason: Experience has taught us...**

The school incurs a lot of traffic, and face it... a spilled coke on the beautiful wool oriental carpet is a no-brainer. The entry way is tile, the furniture leather... please respect our nice school.

Teaching rooms have expensive equipment that have had damage done by unsupervised students. We have even had small items stolen...

Think of it as a private school fee that is prorated into monthly payments. Many private schools want 9 months to a year of tuition in one lump sum up front before enrolling a student. We prefer to make it easier for families in our community to enjoy the benefits of weekly lessons in music and or dance.

It would be unfair for to allow one person to be a distraction when all the others have worked so hard.

