

Natomas School of Music  
**POLICIES, PROCEDURES, AND REGISTRATION AGREEMENT**

Please read and initial where indicated and sign and date at the end. If you have any questions, please ask the NSM staff assisting you with this registration.

<b>Initial</b>	<b>SCHEDULE</b>
	<p>Private music lessons are 30 minutes each week at our location for four weeks each month.</p> <p>Holidays may impact the number of lessons scheduled in a specific calendar month, and there may be months where five lessons are scheduled, but the average will be four lessons per month over the course of the year.</p> <p><b>NSM is OPEN except for the days listed on the published list of days CLOSED.</b></p> <p>This list is published for the year and a copy will be given to you in your Welcome Packet. Also, closed days will be noted in our monthly Newsletter, and posted on our website.</p>
<b>Initial</b>	<b>TUITION</b>
	<p><b>Private lessons are \$110 per month in each month with four scheduled lesson-days.</b></p> <p>When there are three lesson-days in a month due to our CLOSED schedule, or five lesson-days because of how the calendar is in a given month, your weekly tuition will be adjusted based on the number of scheduled lessons for that month.</p> <p><b>Five scheduled lesson-days in one month= \$137.50</b>  <b>Three scheduled lesson-days in one month= \$82.50</b></p> <p>All payments are processed by either a pre-authorized credit card or debit card on the first of the month.</p> <p><b>There is an enrollment fee of \$30 at the time of registration.</b></p> <p>Tuition is never prorated for missed lessons.</p> <p>Tuition does not include any retail teaching materials such as books or instruments.</p>
<b>Initial</b>	<b>ATTENDANCE</b>
	<p>Students should check in with the front office upon arrival to NSM.</p> <p><b>A parent or guardian must accompany students under the age of 16.</b></p> <p>Students are responsible for attending each of their lessons and to arrive on time. The duration of the lesson time <u>will not be extended</u> to accommodate late arrival, <u>and individual make-up lessons are not available.</u></p> <p>Students are not allowed to change their time slot from week to week.</p> <p>If a student misses a lesson, the student will be offered an opportunity to attend one of our weekly one-hour Saturday group workshops at no charge. Please contact the administrative office to enroll in a group workshop, as class size is limited.</p> <p><b>As a courtesy to us, please contact the administrative office when a student will be absent.</b></p> <p>If a teacher is unavailable for any lessons, NSM administrative staff will attempt to provide a substitute teacher. If a substitute teacher is unavailable, the client's account will be credited for the missed lesson.</p>

<b>Initial</b>	<b>WITHDRAWAL</b>
	<p>If you decide to withdraw from lessons, please fill out the withdrawal form that is in your welcome pack and submit the form no later than the 15th day of the month prior to withdrawing. That gives us enough time to cancel automatic payments, as well as put the time slot on our availability list.</p> <p><b>Important Notice: Clients who miss the cut-off date of the 15th will be charged for the next month's tuition, and the withdrawal will be processed the following month.</b></p>
<b>Initial</b>	<b>STUDENT VACATIONS/TIME OFF</b>
	<p>NSM operates year round and does not close for the summer. If you are taking time off for vacation, for example, and want to keep the same day/time/instructor, you will need to pay your tuition for the entire month to hold your place on our schedule.</p> <p>Students who choose the option above may attend our weekly Saturday workshops at no charge to offset any missed lessons</p> <p>The other option would be to withdraw from our schedule and re-enroll when you return. There is no guarantee that you will return to the same instructor, day, or time slot, and an enrollment fee will be required along with your tuition.</p>
<b>Initial</b>	<b>CARE OF STUDENTS</b>
	<p>The school is not responsible for providing before or after care for students.</p> <p><b>During the lesson time, parents with children under the age of 16 must remain inside the premises. The school assumes no responsibility for children who leave unaccompanied.</b></p>
<b>Initial</b>	<b>OPEN DOOR POLICY</b>
	<p>Parents are always allowed to sit in on lessons or observe through the glass windows in each studio.</p>
<b>Initial</b>	<b>INJURIES</b>
	<p>Parents, legal guardians of minors, students, siblings, and adult students waive the right to any legal action for any injury sustained on NSM property resulting from normal lesson activity or any other activity conducted by the students or their siblings before, during, or after lesson time.</p> <p>NSM is not responsible for any damage done to vehicles or items stolen from vehicles. Please lock your vehicle.</p>

Please sign and date here to acknowledge that you have read the policies and accept them. A copy will be given to you for your files.

Student's Name \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Client's Signature