



Valley Conservatory  
5650 Sanderson Street, Ste. B  
Huntsville, AL 35805  
256-534-3131  
www.valleyconservatory.com  
education@valleyconservatory.com

## VALLEY CONSERVATORY REGISTRATION FORM 2015-2016

Registration Date \_\_\_\_\_ Monthly Billing \$ \_\_\_\_\_ Start Date \_\_\_\_\_

\_\_\_ Autopay \_\_\_ Debit/Credit Card (AE, D, MC, V) \_\_\_ Bank Draft (Checking/Saving)

Student Name \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
(Last) (First)

Address \_\_\_\_\_  
(Street) (City) (Zip)

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Instrument/Class \_\_\_\_\_ 30 min 45 min 1 hour

Parents/Guardian \_\_\_\_\_ / \_\_\_\_\_  
(Father) (Mother)

e-mail \_\_\_\_\_ / \_\_\_\_\_

Business/Work Phone \_\_\_\_\_ / \_\_\_\_\_  
(Father) (Mother)

Cell Phone (Father)

Cell Phone (Mother)

Cell Phone (Student)

School Name \_\_\_\_\_ Home School \_\_\_ Grade \_\_\_\_\_

VC Instructor (if chosen) \_\_\_\_\_

**How did you hear about the VC?** \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Payee information if different from above: Payee Name \_\_\_\_\_

Payee Address \_\_\_\_\_

Payee Phone: \_\_\_\_\_ Payee e-mail address \_\_\_\_\_

\*Registration Fee and first month's payment must be received before a lesson time is assigned.

If registering by mail, please complete the information below:

Student Name \_\_\_\_\_ Instrument/Class \_\_\_\_\_

Best Contact Phone: \_\_\_\_\_ e-mail \_\_\_\_\_

\_\_\_\_\_ Minute lesson or Class \_\_\_\_\_ \$ \_\_\_\_\_ Amount to be drafted from  
bank account or credit/bank card

Enclosed completed Checking/Savings Account or Debit/Credit Card information on Payment Form

**Mail to: Valley Conservatory, P.O. BOX 11635, Huntsville, AL 35814**

Questions? Please call 256-534-3131

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A staff member will contact you by phone or e-mail about scheduling; we will do our best to coordinate your preferred times and teacher availability. Please indicate your choice of first and second lesson times and days of lesson on at least **2** different days:

VC Current Instructor or desired Instructor: \_\_\_\_\_

**Best Days for Lessons:**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

**Best Times for Lessons:**

- Monday –Thursday:*
- Late Morning (10:30 am to 12:00 pm)
  - Early Afternoon (12:00 pm to 2:30 pm)
  - Mid-Afternoon (2:30 pm to 5:00 pm)
  - Late Afternoon (5:00 pm to 7:00 pm)
- Friday:*
- Early Afternoon (12:30 pm to 2:30 pm)
  - Mid Afternoon (2:30pm to 5:30 pm)

Times That Lesson Can Not Be Given:

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Any comments about the Valley Conservatory?

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## VALLEY CONSERVATORY POLICIES AND PROCEDURES 2015-2016

Student Name: \_\_\_\_\_

### Student Information: (please check the appropriate lines)

Returning Student: \_\_\_\_\_ New Student: \_\_\_\_\_

### How did you hear about us? (please check the appropriate line)

Newspaper \_\_\_\_\_ Ad in Publication (magazine, brochure, etc.) \_\_\_\_\_

Name of publication \_\_\_\_\_

Yellow Pages \_\_\_\_\_ Website \_\_\_\_\_ Received Mailing or newsletter \_\_\_\_\_

Friend/relative \_\_\_\_\_ name please (\_\_\_\_\_)

Other (what?) \_\_\_\_\_

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### REGISTRATION

1. A non-refundable fee of \$30 per student is required yearly at time of registration.

### MONTHLY TUITION

2. Students pay monthly for instruction. Payments are only received through (Auto Pay) services. (Credit Card, Checking or Savings Account). All payments by pre-authorized Auto Pay with credit cards or by auto draft will take place on the 1<sup>st</sup> of each month. A \$30 fee will be charged on all returned automatic payments.

Tuition is never prorated for missed lessons and does not include any retail teaching materials such as books, instruments, music, registrations fees for special events, or accompanist fees for recitals or adjudications. Teachers will facilitate the acquisition of music/books and accompanists (at reduced group rates) and will bill the student's account upon receipt of the materials. Registration fees for some events may be paid in advance by VC and billed to participating student's account.

### Rates for Valley Conservatory's Billing Cycle:

#### Private Lessons:

30 Minute Lessons - \$100/month    45 Minute Lessons - \$150/month    1 Hour Lessons - \$200/month

#### Classes:

Tunes For Tots - \$80/month

Group Lesson - \$80/month

See website for prices of other classes offered

(Initials) \_\_\_\_\_

### FINANCIAL OBLIGATIONS/DISCONTINUING LESSONS

3. Students taking private lessons make a commitment from month to month. Students taking classes make a financial commitment for the duration of the class (or remaining portion thereof). The adult responsible for the student is obligated for the monthly payments whether or not student continues to come to the lessons or class. Every student is required to give a one-month notice when withdrawing from the VC. Students taking classes pay the full fee in advance, regardless of the amount. No refunds will be issued. Only the Director may consider written requests for release from this contract in the event of extenuating circumstances. To discontinue lessons and to avoid accruing charges to your account, fill out the withdrawal form before the 1<sup>st</sup> of your last month. We do not prorate tuition for the last month's lessons. Students will be responsible for their last month's tuition whether or not they attend lessons.

(Initials) \_\_\_\_\_

## **SUMMER VACATION**

4. The VC operates year round and does not close for the summer. We are happy to offer a redeemable coupon for make-up lessons to our students for up to two make-up lessons during the summer. The redeemable coupon is to be used after the student returns from vacation but before the Fall semester begins. If you are taking time off for vacation, your payment is still due on the 1st of the month. Notifying VC administration/desk staff is expected before leaving for vacation to prevent awkward schedule gaps and wasted time in the teachers' schedule.

**(Initials)** \_\_\_\_\_

## **CANCELLATIONS AND NO MAKEUP LESSONS**

5. Students who miss lessons will be provided an opportunity to make them up in a monthly group session. Group make-up lessons are designed to provide the student an opportunity to make-up lessons in an atmosphere where they have an opportunity to interact with other students, have exposure to different teachers within the studio, have a master class setting where they have an opportunity to perform in an informal setting, and be involved in music activities on a deeper level such as theory and ear training. The classes are for 1 hour and they are offered once a month. The schedule will be published monthly so students can plan ahead for times that are convenient for them to make up. Classes are structured according to instrument and level where appropriate. Students must sign up for the class the month they plan to attend by contacting the front office. If a teacher misses a lesson or class due to illness or other unavailability, the VC reserves the right to provide a substitute teacher to instruct the class and/or lesson. In the event that a substitute is not available, a make-up lesson will be given to the student. No refunds will be given.

**(Initials)** \_\_\_\_\_

## **AVERAGE OF FOUR LESSONS PER MONTH**

6. Monthly tuition is based on a 48 week year. We are closed four weeks for holidays. In the long months, you will receive five lessons, short months such as November and December, you will receive three lessons, and most months you will receive four lessons. The tuition is the SAME each month; i.e. we don't charge you more when you have five lessons, and we don't charge you less when you have three lessons in a month. This makes your accounting easier.

**(Initials)** \_\_\_\_\_

## **EXTREME WEATHER OR UNEXPECTED INTERRUPTION OF LESSONS**

7. VC must cancel lessons due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the academic year (May). No refunds for lessons missed will be given. Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity conducted by the students or their siblings before, during, or after the lesson, including hearing loss or hearing damage. The Valley Conservatory is not responsible for any damage done to vehicles or items stolen from vehicles.

**(Initials)** \_\_\_\_\_

## **CARE OF STUDENTS**

8. The school is not responsible for providing before or after care for students. Parents and/or guardians with children age eight or below must remain in the school lobby during the classes. Students are not to be left at the school for excessive time periods before or after their lessons. Teachers or other VC staff are not allowed to drive, drop off, or walk students to or from the VC studio. It is the responsibility of the parent or guardian to provide transportation to and from the studio for classes or lessons.

**(Initials)** \_\_\_\_\_

**OPEN DOOR POLICY**

9. Parents are encouraged to sit in on lessons or sit in the VC waiting area. We have an open door policy for lessons.

(Initials) \_\_\_\_\_

**PICKING UP CHILDREN**

10. Children or teens must wait for their parents to pick them up inside the building. Please do not ask them to meet you elsewhere. The VC assumes no responsibility for children who leave unaccompanied.

(Initials) \_\_\_\_\_

**PHOTO/VIDEO RELEASE**

11. The VC is hereby granted permission to take photographs, video, and/or audio of the students to use in brochures, websites, posters, advertisements and other promotional materials the VC creates. Permission is hereby also granted for the VC to copyright such photographs, video, and/or audio in its name.

(Initials) \_\_\_\_\_

**\*On the electronic payment authorization form, sign that you have read, understand, and agree to abide by these policies.**