

themusicaloffering™

Private Lesson Registration Form

Student Information		New _____	Returning _____
Student Name _____		Session _____	
Parent/Guardian _____ <i>(if applicable)</i>		School Grade _____	
Street Address _____		School _____	
City _____	State _____	Zip _____	
Parent email _____		Student email _____	
Home phone _____	Parent cell _____	Student cell _____	
How did you hear about us? _____			

Instrument _____	
Teacher _____	
Day _____	Time _____
Lesson Length _____ Minutes	Room _____

Free Studio Classes (Ages 10+)	<i>Circle to register</i>	Session Fees
	10/2/2011 4:00 p.m. 12/4/2011 4:00 p.m. 11/6/11 4:00 p.m. 1/8/2012 4:00 p.m.	
Liability and Photo Release This form must be signed as a prerequisite for lessons. I have read the Benefits and Policies information and fully understand them. I hereby release The Musical Offering, its agents and employees, from all liability for personal injury, illness or property loss or damage. I agree to allow The Musical Offering to take photographs of me or my child for archival purpose and school promotional use (names will be withheld, unless permission is granted).		
Parent/Adult Signature _____	Date _____	

Important Information ~ Postdated checks are required for split payments ~ Registration fee assessed once per session per student ~ The Musical Offering has a no refund policy ~ \$20 fee for returned checks	<i>Office Use Only</i>							
	<table border="1"> <thead> <tr> <th><u>Amount</u></th> <th><u>Date</u></th> <th><u>Type/Check #</u></th> </tr> </thead> <tbody> <tr> <td style="background-color: #cccccc;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Amount</u>	<u>Date</u>	<u>Type/Check #</u>				
<u>Amount</u>	<u>Date</u>	<u>Type/Check #</u>						

themusicaloffering™

Benefits of and Policies for Private Lessons

Benefits of Study at The Musical Offering

- Students are thoughtfully matched with faculty members. Free trial lessons are offered to insure compatibility.
- Instructors are carefully selected for their expert teaching skills and are active performers in the Chicagoland area.
- Students receive recital opportunities in our newly remodeled performance venue as well as access to honors recitals and specials events at S.P.A.C.E. in Evanston.
- The Musical Offering is a local non-profit invested in giving back to the community. The school has 10+ years of outreach in neighborhood schools.
- Financial assistance is available. Auditions for scholarships are held prior to the start of each session. Flexible payment plans can be arranged.
- A referral bonus of \$25 awarded to continuing students when a new student registers for private lessons or a class.

Private Lesson Policies

Sessions

- All individual lessons held at The Musical Offering are grouped into 20-week sessions with 3 weeks of break per session (17 lessons per session). Students arrange days and times of their lessons with their teacher.
- Fall 2011 session begins Tuesday, September 6th and runs through Monday, January 23rd.
- Break weeks are November 21st - 26th and December 24th– January 7th. Make up lessons may be given at the discretion of the teacher.
- New students may begin private lessons at any point during a given session and pay on a pro-rated basis.

Attendance Policy

- **Students are expected to attend all lessons scheduled during a given session. There are no refunds for forfeited lessons.**
- Teachers must be notified in advance of all known absences. Any alterations to the agreed schedule are at the discretion of the teacher.
- If a teacher needs to cancel a lesson, either the lesson will be rearranged at a mutually convenient time or the student will be credited for the missed lesson in the following semester.
- The Musical Offering is not responsible for childcare before or after a lesson. On-site supervision is not provided.

Payment Policy

- **Payment for all lessons is due prior to or at the start of the first lesson each session. Payment may be made by cash or check. Checks should be made payable to The Musical Offering.**
- A \$25 registration fee per student will be added to tuition payments during the fall and spring sessions; \$15 per student during the summer.
- Once a student registers for a session, the student is then obligated to attend and pay for the full session. The Musical Offering reserves the right to discontinue lessons if tuition is not paid.
- Before the first lesson, students may make special arrangements to pay in installments by post-dating checks. All checks are due on the first day. Contact the office for more details. Partial scholarships are available.
- **A \$10 late fee will be assessed for all late payments and there is a \$20 charge for all returned checks.**
- **The Musical Offering has a no refund policy.**

The Musical Offering does not discriminate on the basis of race, creed, color, sex, age, national origin, disability, sexual orientation, gender identity, marital or veteran status.