



Greater Richmond School of Music

REGISTRATION FOR: 2017-2018 School Year
(Check box) 2018 Summer Term

Responsible Party Name _____

Responsible Party Signature I hereby take full responsibility for payments to the Greater Richmond School of Music (GRSM) and have read and agree to the Studio Policies below. If applicable, I authorize GRSM to charge the credit card listed on this form.

Signature: _____ Date: _____

Check here if your information is already on file and has not changed *and skip to sign-ups on page 2*

Email _____

Home Phone _____ Cell _____

Address _____

School Policies

1. The one-time new-family registration fee of \$25 is due at time of registration. Accepted payments for tuition are valid credit cards (Visa, MasterCard, Discover, Amex) and checks. (Cash may be used for full-term payments or nominal amounts.) To participate in the monthly payment plan, you must provide a valid credit card or drop off/mail checks by the first lesson/class of each month. GRSM will assess a returned check fee of \$25 and a late payment fee of \$25 if monthly payments are not received by the 15th of any given month. Credit cards will be charged at the beginning of each month.
2. Although in general it is not required that a parent attend lessons with their child, there may be circumstances which could cause this to be necessary. GRSM requests that the responsible party for each child take into account the request of the school and/or the instructor if this is deemed to be the case.
3. The Director reserves the right to cancel any group classes containing less than the prescribed minimum number of students enrolled by the close of registration of each session.
4. If a teacher must be absent from a lesson/class, the lesson/class will be taught by a substitute approved by GRSM or a make-up lesson/class will be scheduled before the end of the current Term. In extenuating circumstances, where neither of the aforementioned is possible, and with the approval of the administration, a refund in the amount of the lesson/class will be given to the student.
5. Due to the complexity of the faculty and studio scheduling, the school has a no cancellation policy and **teachers are not required to do make-ups** if a student misses a scheduled lesson or group class. It is important to keep your lesson and class time a priority. Any make-ups or rescheduling in such a case will be at the sole discretion of the individual teacher and will be held before the end of the current Term. If a student must be absent from a private lesson, payment for the lesson will still be required. If a student must be absent from a group class, students are welcome to attend another session of the same class during the same week of the class, provided there is room. There are no make-ups for group classes. Teachers can mail or email assignments to students so they do not get behind. If a student must be absent from a group class, payment for the class will still be required.
6. In the case of inclement weather, if you are uncertain whether your lesson/class will be held or not, please contact your instructor. GRSM does not follow city or county school closures (except at external locations). If a lesson/class is cancelled due to inclement weather, make-ups will follow Policy #4 above.
7. GRSM highly encourages students to finish a whole term/session (duration of the class). Students may discontinue a group class or camp before the end of a session; however, they are responsible for the fees for the entire session. Any fees paid for classes/camps are non-refundable. Students studying private lessons must give a written notice of cancellation by the 7th of any given month. Tuition will be charged for the month of cancellation but will discontinue the following month.
8. Parents are responsible for their child's behavior. Please respect the instruments as well as those around you at GRSM.
9. The Responsible Party (and all students listed on this agreement) hereby allows use of any photographs and/or videos taken of students at GRSM for publicity use by GRSM. Names will not accompany photographs and/or videos without additional permission.
10. The Responsible Party (and all students listed on this agreement) hereby agrees to indemnify GRSM and hold and save GRSM harmless from and against any and all claims, actions, liabilities, demands, loss, damages or expenses of whatever kind or nature, including attorney's fees, which may at any time be incurred by reason of participation in any activity at GRSM, or sponsored by GRSM at a separate location.

Student 1

Full Name _____

Age _____ Birth Date _____ M/F _____

Please note any difference of information from responsible party, special needs, allergies, etc. here:

Student 2

Full Name _____

Age _____ Birth Date _____ M/F _____

Please note any difference of information from responsible party, special needs, allergies, etc. here:

Student 3

Full Name _____

Age _____ Birth Date _____ M/F _____

Please note any difference of information from responsible party, special needs, allergies, etc. here:

Private Lesson Sign Up- *New students will be contacted with their assigned time.*

Returning students: Would you prefer the lesson time you have currently? Y/N (please also include other availability below)

Name of Student	Instrument	Location GRSM, St. Benedicts, other	Lesson Length	Teacher Preference	Preferred Day(s)	Earliest start time	Latest end time	Tuition

Private Lesson Dates: _____ #Weeks: _____

Group Class Sign-Up

Name of Student	Class Name	Location GRSM, St. Benedicts, other	Session Date	Day	Time	Tuition

Total: _____

Payments (*Make checks payable to GRSM*)

(1) Tuition total: <i>Please call office if registering after the start of a term.</i>		(4) Monthly Plan ONLY: Divide Grand Total by 10 (months) for Fall - Spring. Divide by 2 (months) in Summer term.	
(2) Discounts/Coupons:		(5) NEW FAMILIES ONLY: \$25 one time registration fee	
(3) Grand Total Due: <input type="checkbox"/> Pay entire term today <input type="checkbox"/> Monthly Plan		(6) Payment Today: New families: minimum of 1 st month tuition and registration fee is due. Current families: minimum of 1 st month tuition	
		(7) Remaining Balance:	

Please mail Registration Form and Payment to:

The Greater Richmond School of Music, 9109 Dickey Dr. Mechanicsville, VA 23116

Credit Card Information

Name on card _____ Card type _____
 Card Number _____ Expiration date _____
 3/4 digit code _____ Billing Zip Code _____

How did you hear about GRSM? _____