

Piano Registration Contract

2015-2016

Piano

North Potomac School of Music

966 Hungerford Dr., #27,

Rockville, MD 20850

301-838-5594

northpotomacsm@aol.com

www.northpotomacsm.com

Student name: _____

Birth date: _____

Father name: _____

Mother name: _____

Street address: _____

email address: _____

City/State/Zip: _____

Grade in school: _____

Home Phone: _____

Cell Phone: _____

This is a 12-month tuition contract which covers the following activities:

- **40 private lessons - approximately 15 lessons Sept-Dec/15 lessons Jan-April/10 lessons May-August)**
- **20 theory / performance classes**
- **10 makeup classes on last Friday of each month 7 pm**
- **2 recitals**

Lesson length

tuition can be paid monthly, by the trimester, or one annual payment

30 minutes

45 minutes

60 minutes

90 minutes

Monthly tuition is the same each month regardless of the number of lessons in the month. There is no reduction for missed lessons.

Make checks payable to NPSM, LLC. Please keep a copy of this page for your records.

1st tuition payment \$ _____

Keybd. Skills book \$ 20 (if not purchased previously)

Annual registration fee \$ 36 (each student)

TOTAL AMT ENCLOSED \$ _____

I understand that NPSM must receive the full amount due on or before the due date as noted on the bill or by the 10th of each month. If payment is not received by the due date, NPSM will assess a monthly late payment fee up to \$35.

By signing this registration form, I have read and agree to the policies set forth by NPSM and acknowledge that: this is a legal & binding contract and that signing our registration form/contract acknowledges responsibility of payment for 3 trimesters' tuition regardless of payment plan and regardless of student withdrawal from lessons.

Signature: _____

Date: _____

Your annual tuition contract with Dr. Brown includes:

- 40 private lessons
- 20 group theory/performance classes
- 10 makeup classes (last Friday of each month, 7 pm)
- 2 studio recitals

1st trimester (Sept - Dec) includes at least:

15 private lessons, 8 theory/performance group classes, 1 recital, 4 makeup classes

2nd trimester (Jan – April) includes at least:

15 private lessons, 8 theory/performance group classes, 4 makeup classes

3rd trimester (May – Aug) includes at least:

10 private lessons, 4 theory/performance group classes, 1 recital, 2 makeup classes

No lessons: Thanksgiving holiday, Christmas holiday, 4 weeks in May/June, last 2 weeks of August.

There are lessons during spring break due to all the spring competitions. If you will be away during this time, do come to any of the Friday 7 pm makeup times. There are NO private makeup times.

Tuition Payment

This is an annual tuition contract divided equally into 3 trimester *or* 12 monthly payments *or* 1 annual payment.

The 12 monthly payments or 3 trimester *payments are the same* each period regardless of the number of weeks, lessons, or group classes. **All tuition and fees are non-refundable and cannot be pro-rated.*

Change in TUITION PAYMENTS this year—If you have been paying monthly by check, we are changing our procedure:

Please make out 4 checks for the 1st trimester: the 1st check will be dated September and include registration fee(s). Check #2 will be post-dated October, check #3 will be post-dated November, and check #4 will be post-dated December.

Your date on each check can be dated from the 1st day of the month to the 10th day of the month. Whatever date you choose will be the date that NPSM deposits that particular check. Checks 2 through 4 will be held in each student's folder until that particular month. If you pay by the trimester or if you pay by a bank check which automatically is mailed to NPSM, the procedure above does not affect you.

Withdrawal

- 1) Signing our registration form/contract acknowledges responsibility of payment for 3 trimesters' tuition regardless of payment plan and regardless of student withdrawal from lessons.
- 2) Withdrawal will occur with financial penalty if student withdraws *before* the month of August. All remaining tuition becomes due upon student stopping lessons. Verbal notification of intent to withdraw is not acceptable: written notification must be received by NPSM at least one month before withdrawal occurs.
- 3) Withdrawal *without* financial penalty may be considered during the school year only under the following conditions: death in family, catastrophic illness, divorce, loss of employment, or move out-of-state.
- 4) Students beginning study in the 3rd trimester (May-Aug) may use these months as a trial study period.
- 5) * **Any student may withdraw at any time in August for any reason and without financial penalty.*

Missed lessons or group classes

- If you miss your private lesson, the last Friday of each month at 7 pm is reserved for makeups. This makeup may be a private lesson or a small group class.
- Theory/performance classes are offered on Fridays & Saturdays for your convenience. There are no makeups for missing these classes.
- In the rare event that I have an opening, a private lesson may be scheduled. There is *no* makeup if you miss this re-scheduled lesson.

Tuition may not be pro-rated for missing lessons or classes. For all policy details, see our website: www.northpotomacsm.com