

NORCAL Music & Arts Center (NCMAC)

Admin Entry : Q | R | TM-C | TM-M | TS | G-Cal | RS | OL

STUDENT REGISTRATION FORM

\$45 Registration Fee _____

Today's Date: ___/___/___ Driver License # _____ State: _____ Exp. Date: ___/___/___ Name: _____

Student Information

Last Name		First Name		MI	<p align="center">Program Enrolled</p> <p>___ Individual Lesson Instrument _____ ___ 30 min ___ 45 min ___ 60 min</p> <p>___ Group Class Instrument _____ ___ Kinder ___ Youth ___ Adult</p> <p>___ Music Theory Class ___ Prep ___ 1 ___ 2 ___ 3</p> <p>___ Art & Drawing Class _____ [specify class]</p> <p>___ Other _____</p>
Billing Address (Print clearly)					
City		State	Zip		
Occupation					
Date of Birth	Age	Grade/Level	Year (University)		
School/College/University Currently Attending					
Prior Musical Study		Months / Years	Any Lapses of Study: Yes / No		
Where: _____		How Long: ___ Mo ___ Year			
Give a brief description of study, including musical experiences and reason for quitting if there were lapse of study					
Musical Goals and Expectations					

Contact Information

Student/Applicant (above 18 years old)	Home Phone	Work Phone	Cell Phone	E-mail for Billing Purposes (only 1 required)
Mother/Legal Guardian Name	Home Phone	Work Phone	Cell Phone	E-mail for Billing Purposes (only 1 required)
Father/Legal Guardian Name	Home Phone	Work Phone	Cell Phone	E-mail for Billing Purposes (only 1 required)
How did you hear about the NCSM?				
Referral by _____				
Advertisement in _____ (Specify, please)				
Other _____ (eg. flyers, brochure, etc)				

X _____ Date: ___/___/___

Signature of Adult Student or Student's Parent/Legal Guardian _____ Print Name _____ Relationship: _____

SCHOOL USE ONLY (Do not write below this line)

Start Date	Teacher	Pass Audition Level	Notes
Additional Notes			
Schedule 1:	S M T W TH F S @	am / pm	Length: min
Schedule 2:	S M T W TH F S @	am / pm	Length: min

Complete Application on both sides/pages

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Tuition and Attendance Policies

TUITION POLICIES [Please initial each number]:

- _____ 1. A one-time Non-Refundable \$45 registration fee is required for all new students admitted to NCMAC. Registration fee will no longer valid once student drops from NCMAC.
- _____ 2. NCMAC will email tuition invoices to students/parents between the 20th and 25th day of every month for the following month tuition.
- _____ 3. Tuition payment can be made by mail or in person and should be received on the 1st day of each month with a grace period until the 8th of each month.
- _____ 4. NCMAC required parents or adult students to fill out ACH Auto Debit form for automated payment. This method of payment will automatically be used by NCMAC if we don't receive payment by the 8th day of the month.
- _____ 5. **A \$25 handling fee** will be charged for each returned check, each declined Debit Card Transaction or each declined ACH Auto Debit Transaction.
- _____ 6. **Late fees : \$10/student** if payment is received after the 8th day, and **\$25/student** if tuition is received after the 20th (No Exceptions) will be applied on the following:
 - Each Returned Check / Declined Debit Card Transaction and it is not resolved by the 8th day or 20th day
 - Each Declined Automated ACH Debit run after grace period is over and it is not resolved by the next day or 20th day
- _____ 7. Late fees should be paid either during that month or included in the following month's tuition.

ATTENDANCE POLICIES [Please initial each number]:

- _____ 1. NCMAC allows **four excused absences per academic year to use during SUMMER BREAK ONLY (June 1 – August 31)** with at least 48-hour advance notice. (More notice is recommended.) Cancellations beyond the four allowable absences will be charged. Beyond 4 Excused Absences, additional absences during long vacation can be made up can be arranged with prior agreement from the instructor and NCMAC. Any student who misses more than the four allowable unpaid absences consecutively without making Make up arrangements can't be guaranteed to keep their reserved lesson time and will need to re-enroll if the student wishes to continue his/her studies.
- _____ 2. Students are **expected to keep their agreed schedule. Rescheduling will be provided upon the discretion of the teacher.** NCMAC allows a reasonable number of Make-ups. Keep in mind that teachers have busy schedule, so NCMAC has the right not to provide Make up lessons for those who are rescheduling too many times and abusing the privilege of Make-Ups. Students must have a **legitimate reason** for rescheduling. (* read NCMAC Make Up policy). Students who fail to give 48-hour prior notice will forfeit their rights for that session, and no Make-Up or credit will be given. **Do not schedule other activities (hospital/doctor appointments, sports, etc) on the lesson day / schedule.**
- _____ 3. Should a teacher need to be absent or become unavailable, Make-Up lesson will be arranged or a substitute teacher will be provided for the student.
- _____ 4. In cases of emergencies (**only for Extreme Illness or Car Accident - Doctor's Note/School Early Dismissal/Police Record Required**) when a student is unable to give an advance notice, a make-up lesson will be considered upon agreement with the teacher. NCMAC does not accept any other reason for Late Notices and No credit will be given under these circumstances. Do not schedule other activities (hospital/doctor appointments, sports, etc) on the lesson day schedule. **No Show / No Notice Will Not be considered for Make Ups.**
- _____ 5. **No credits or make-up lessons** will be given for students who miss any of the group, chamber music and orchestra classes.
- _____ 6. Students must show up to their lessons **On Time**. Teachers are not responsible to make up for the lost time.
- _____ 7. NCMAC **DOES NOT** follow National Holidays for Individual Classes as they are normally in session during these holidays. If either teacher or students need to reschedule, it has to be agreed upon ahead of time by notifying all parties involved.
- _____ 8. NCMAC Official Holiday => December 24 – January 1. School will be closed and classes are not in session during these Holiday. Tuition will be automatically adjusted to number of classes in session during the month of December & January.

WITHDRAWAL POLICY [Please initial each number]:

- _____ 1. Students remain registered until NCMAC is officially notified via submitting our official withdrawal Form. Students must **submit the withdrawal form at least 30 days in advanced** if they decide to discontinue their lessons. No Excused Absence(s) after the withdrawal notice date will be granted. **NCMAC does not give Tuition Refund under any circumstances.**
- _____ 2. For Group Class (Ongoing basis): Billing will stop either on the 15th day or the end of the month **AFTER** the 30-day period.
- _____ 3. NCMAC has the right to charge any remaining balance due during the withdrawal period until the approved last lesson date.

"I hereby state the policies above have been clearly stated. By signing below I hereby acknowledge that I have read and understood the school policies and tuition rates and agrees to follow them"

Student Name: _____ Parent/Guardian Name: _____
(If student is below 18 years old) - Please print clearly

Adult Student/Parent/Guardian Signature _____ Date: ____/____/____

Complete Application on both sides/pages