

STUDENT INFORMATION

This agreement is between Portage Conservatory of Music and: _____ Date _____

Name of Student _____ F / M Birth Date _____

School Attended _____

Name of Parent/Guardian _____

Home Phone _____ Cell Phone _____ Work Phone _____

Mailing Address _____ City/Town _____

Postal Code _____ Email _____

Known allergies, medical conditions, learning difficulties: _____

Preferred method of communication for upcoming events and announcements: _____ Email _____ Send note with student

How did you first hear about Portage Conservatory of Music? _____

The student wishes to enrol for: Piano Guitar Drums Voice Fiddle Bass Group

Teacher _____ Monthly Fee _____

Lesson Day _____ Lesson Time _____ To be confirmed

Other available times _____

Payment Options ☐ Post-dated cheques: Monthly dated for the 1st of each month, June's fee is for a half-month
☐ Post-dated cheques: Term - Due September 1st: 4 months, January 2nd: 5.5 months
☐ Full Payment September 1st: 9.5 months

Due upon registration: \$25 Registration fee + full payment or post-dated cheques until June.

Signature (parent or guardian if under 18 years of age): _____

Office Use: \$25 Registration Fee: ☐ cash ☐ cheque Lesson fees: ☐

PORTAGE CONSERVATORY OF MUSIC STUDENT AGREEMENT

It is understood and agreed that:

- i. There is a **\$25.00 annual registration fee**. A lesson time will not be held without payment of the registration fee.
- ii. All music fees are due **in advance** for each term or month regardless of lessons missed. Cash will only be accepted when paying for a whole term's lessons
- iii. Post dated cheques are to be dated for **the first of the month**.
- iv. Non-sufficient-funds (**NSF**) cheques will be subject to a **\$10 service charge**.
- v. Refunds will not be issued for lessons missed by the student.
- vi. There will be **no make up lessons** for lessons missed by the student, with the exception of lessons missed because of sickness or storm. (Up to a maximum of 4 lessons per year.)
- vii. The student/parent or guardian will give **sufficient notice** to Portage Conservatory of Music regarding missed lessons with a message to Portage Conservatory of Music (857 4218) **by noon (12pm)** for all lessons beginning 4pm and later,
- viii. All rescheduling of missed lessons will be **subject to teacher availability**.
- ix. Missed lessons due to vacations, sports games, school dances, shopping trips, etc. **will not be rescheduled**.
- x. In case of withdrawing from the program, a **withdrawal form** must be filled out **30 days in advance** of the date of the final lesson. **Lesson payments** must be made until the end of the **30 day withdrawal period**, whether or not the lessons are attended.
- xi. Portage Conservatory of Music's goal is to help students enjoy music and help attain their musical potential using relevant tools for effective learning. It is the student/parent/guardian's responsibility to ensure that **a daily practice time** is made available.
- xii. Portage Conservatory of Music aims to provide an effective learning environment with minimal distraction for both the student and the teacher. Please refrain from **cell phone use**, including text-messaging, during a lesson. (Except in emergency situations, at the instructor's discretion.)
- xiii. It is the parent/guardian's responsibility to provide adequate supervision, when necessary, for their children in the waiting area. **Children left in the waiting area are not the responsibility of Portage Conservatory of Music or any of its staff or instructors.**
- xiv. Our instructors are required to give their full attention to each lesson in progress. With that being said, if an emergency situation arises, please do not hesitate to ask any instructor for assistance. A phone is also available (by the microwave/water cooler) if required.
- xv. Parents/guardians are invited and expected to **inform Portage Conservatory of Music**, and their student's instructor, **of any concerns** that arise regarding lessons, student practice habits, learning difficulties, disabilities, medical conditions, allergies, or significant events that may affect a student's focus during the lesson time.

Failure to abide by the above terms may result in forfeited lessons and in extreme cases, immediate termination of lessons subject to a penalty of one month's lesson fees.

The terms of this agreement may be altered by the Management or Director of Portage Conservatory of Music, in which case a notice of such changes will be made available to students and parents/guardians.

I the student, Print name _____, understand and agree to conduct my actions according to the items outlined in the student agreement.

Signature of student: _____ Date: _____ dd/mm/yy

OR

I the parent/guardian (if student is under 18), Print name _____, understand the implications of this agreement and my responsibility to uphold its conditions.

Signature of parent/guardian: _____ Date: _____ dd/mm/yy