



Greater Richmond School of Music

REGISTRATION FORM

St. Michael's Episcopal School 2016-2017 School Year

The Greater Richmond School of Music (GRSM – www.grsm.net) will provide music instruction in the form of private piano lessons at St. Michael's Episcopal School (Bon Air) on Mondays 3-6pm, for the 2016-2017 school year. Registration for music instruction will be for the full school year which begins on Monday, Sept 12th, 2016 and runs through Monday, June 5th, 2017 for a total of 36 lessons. Registration is also accepted at any time throughout the year and private tuition costs will be prorated for those who register after the start date.

Two music recitals are planned for all registered GRSM students on Jan 22nd and June 11th for those who are interested in performing.

NOTE: Lessons will be held at the regular times on **ALL MONDAYS** except Dec 19th, 26th and March 6th when lessons will not be held.

No lessons shall be provided to any students who are not registered with the Greater Richmond School of Music.

Lesson length	Per Lesson Rate	Full Year Rate (36 lessons)
30 minutes	\$28	\$1,008
45 minutes	\$42	\$1,512
60 minutes	\$56	\$2,016

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 GRSM School 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 _____

GRSM 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. If a teacher must be absent from a lesson, the lesson will be taught by a substitute approved by GRSM or a make-up lesson will be scheduled before the end of the current Semester. 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 will be given to the student.
4. 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. It is important to keep your lesson and time a priority. Any make-ups or rescheduling in such a case will be at the sole discretion of the teacher and will be held before the end of the current Semester. If a student must be absent from a private lesson, payment for the lesson will still be required.
5. In the case of inclement weather, we will follow the closings of St Michael's Episcopal School. If the After School Program is in session, then classes will be held, even if there is a delayed opening. If a lesson is cancelled due to inclement weather, make-ups will follow Policy #3 above.
6. GRSM highly encourages students to finish the full year of studies. However, if circumstances prove this to be impossible, private lesson students 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.
7. Parents are responsible for their child's behavior. Please respect the instruments as well as the persons around you.
8. The Responsible Party (and all students listed on this agreement) hereby allows use of any photographs and/or videos taken of students for publicity use by GRSM. Names will not accompany photographs and/or videos without additional permission.
9. 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.*

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: _____

Payments *(Make checks payable to GRSM)*

(1) Tuition total: <i>Please call GRSM office if registering after the start of a term.</i>		(4) Monthly Plan ONLY: Divide Grand Total by 10 (months) for Fall - Spring.	
(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 return Registration Form and Payment to:*GRSM, c/o After School Program, St Michael's Episcopal School, 8706 Quaker Lane, Richmond Va 23235***Credit Card Information**

Name on card _____ Card type _____

Card Number _____ Expiration date _____

3/4 digit code _____ Billing Zip Code _____