

# REGISTRATION FORM/AUTOMATIC PAYMENT CONSENT FORM

Last Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Students Name			
Student Birth-date			
Instrument/Class			
Lesson Day & Time			
Lesson Length	<input type="checkbox"/> 30 <input type="checkbox"/> 45 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 45 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 45 <input type="checkbox"/> 60
Teacher			
Date Starting Lesson			

Phone #: \_\_\_\_\_ Work/Emergency Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Postal Code

Where they heard about us:  CS  DH  YP  HV  Post Card  Sign  Internet  Newspaper  Website

Referral \_\_\_\_\_  Other \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Date Registered: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

**Method of Payment**

**\*All charges will appear on your bank or credit card statement as Utah Conservatory\***

Visa  MC  Amex \_\_\_\_\_  
Card Number Expiration Date

Card Holder's Name \_\_\_\_\_ CVV# \_\_\_\_\_ Billing Zip \_\_\_\_\_

I hereby authorize The Utah Conservatory to charge my account in the amount of

\$ \_\_\_\_\_ on the 20<sup>th</sup> day of each month starting \_\_\_\_\_ and ending May 20, \_\_\_\_\_.

Including a  \$20.00  \$30.00  All ready paid **Registration fee to be charged immediately.**

First Month's Fee: \_\_\_\_\_ Ongoing Monthly Fee: \_\_\_\_\_

I have reviewed and agree to the tuition and school policies on this form.

X \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Input / Constant Contacts/ File Date: \_\_\_\_\_

**Utah Conservatory**  
 4593 Silver Springs Dr.  
 Park City, UT 84098  
 435-649-6292  
 Fax: 435-649-3839



## Policies and Procedures

**Registration:** A non-refundable fee of \$20 per student or \$30 per family is required yearly at time of registration.

**Payment of Fees:** Tuition must be paid by automatic debit or automatic credit card payment. Tuition will be charged on the 20<sup>th</sup> of each month. Payment must be made by pre-authorized automatic monthly payment, or paid in full.

**Withdrawal Policy:** If you would like to withdraw from weekly lessons, you must submit a written letter, email, or withdrawal form to the office 15 days prior to the last lesson. Tuition will be pro-rated accordingly, and any lesson not taken may be credited to the families account to be used within 1 year.

**Substitutions/Refunds:** The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, any missed classes will be made up or refunded. Refunds for teacher misses or unsatisfactory subs will be issued in the form of a lesson credit (tuition reduction) on next month's charge.

**No makeups allowed.** Clients are allowed to 'reschedule' a lesson under the following criteria:

- 1) 4 hours notice must be given.
- 2) Lesson reschedule time must be done the day of the cancellation.
- 3) Rescheduled lesson must be within **15 days** of the originally scheduled lesson.
- 4) Rescheduled lesson must be done in a teacher gap or cancellation, not extending their teaching day.

**Parent's Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the bulletin board. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address or telephone number changes.

**Care of Students:** The school is not responsible for providing before or after class care for students. Parents with students under the age of 5 are to remain in the school during classes. Students are not to be left at the school for excessive time before or after class.

**Extreme Weather or Unexpected Interruption of Classes:** If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year.

**Injuries:** Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from activity conducted by the students before, during or after class time.

**Photo Release:** The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

**Group Classes:** Registration for group courses are for the semester, or until the end product, recital, or show of that group. Withdrawals are allowed with a full refund for courses within 2 weeks of the start date. No refunds or credits will be issued after that time.

**Initial** \_\_\_\_\_