



Portman's Music Academy

Lesson Registration and Agreement

Registration

A \$35.00 registration fee is charged for each student enrolling in Portman's Music Academy. This fee is non-refundable and is payable prior to the first lesson. This is an annual fee and is renewable July of each year.

Tuition

The tuition is \$100 per month for a 4 week month and \$125 for a 5 week month. This ensures that lessons continue without interruption and is based on one 30 minute lesson one time per week. The tuition should be paid by auto debit/charge and the attached form should be completed.

Payments

Tuition **MUST** be paid in full prior to the start of all lessons and prior to the start of each month. Tuition is due by the 20th of each month for the next month. **Tuition not paid by the first day of the month will result in a \$5.00 late fee. Tuition not paid by the second lesson of the month will result in the student being dropped from the teacher's schedule.** Tuition should be paid by automatic withdrawal from your checking account, debit or credit card.

Attendance

Your tuition payment reserves your lesson space and instructor for a specific day and time each week. Because payment is a tuition and not a per lesson payment, **missed lessons will not be credited or made up.** If a teacher is ill or on vacation, we will make every effort to provide a qualified substitute. If a qualified substitute is not available, the teacher will make up the lesson or credit you for that lesson.

Discontinuing Lessons

If you wish to discontinue lessons, we require notice 30 days in advance of your final lesson. Notice **must** be given to the Music Academy Director. This allows us to adjust the teacher's schedule and to discontinue the auto pay.

Media Release

I hereby give my permission to Portman's Music, the Portman's Music Academy and the news media to photograph or film me or my child for use in general interest news stories, promotion and publicity for the above mentioned businesses. I agree to participate without financial remuneration and understand that this releases these businesses and the photographer from any future claims or liability.

I have read and agreed to the above policies _____

Registration Information

Acct# _____

Student _____ **Age** _____ **School** _____

Address _____ **City/State** _____ **Zip** _____

Parent/Guardian _____ **Home #** _____

Cell # _____ **Email Address** _____ **@** _____

How did you hear about us? Newspaper ___ Salesman ___ Magazine ___ Road Sign ___ Phone Book ___ Other _____

Instrument _____ **student information** _____

Start Date _____ **Day** _____ **Time** _____ **Teacher** _____