

Piano Play Music Systems, Inc.
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 Sherman Oaks, CA 91423
 Phone: (818)789-6110
 Facsimile: (818)789-6167
 Website:
 www.pianoplaymusic.com



Office
 Initials _____
 Posted in Roster
 Date ____/____/____

RETURNING STUDENT UPDATE FORM

(Please Print)

Date Received ____/____/____

- E-mailed U.S. Mail
 Faxed Walk-in

check here if student information is the same

STUDENT INFORMATION

NEW PROGRAM (check one)

Student's Last Name	First	Middle	<input type="checkbox"/> LH <input type="checkbox"/> MT <input type="checkbox"/> RR <input type="checkbox"/> LM	<input type="checkbox"/> Semi-Private <input type="checkbox"/> Adult	Level <input type="checkbox"/> Prep <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other 1st Day _____ Time _____ Alt. Day _____ Time _____
Name of Guardian/ Parent		Guardian / Parent	Student Birthday / /	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Street Address		City	Zip	Home Phone No. () ()	Work Phone No. () ()
Billing Address		City	State	ZIP Code	
Fax Number	Email Address			Alternate/ Emergency No./Cell () ()	

TUITION CONTRACT ON FILE

YES NO (FOR OFFICE USE ONLY)

Registration Fee <i>(please check all that apply)</i>	\$	<input type="checkbox"/> New (Half Year) \$17.50 <input type="checkbox"/> Returning (Half Year) \$12.50 <input type="checkbox"/> Other / Waived <input type="checkbox"/> Sibling Discount \$12.50 <input type="checkbox"/> Family Rate (1 or more siblings) \$25.00
Tuition Fees <i>(please check one)</i>	\$	GROUP <input type="checkbox"/> Semester (20 weeks) <input type="checkbox"/> Automatic debit <input type="checkbox"/> Other <div style="border: 1px solid black; width: 100px; height: 30px; float: right; margin-top: 5px;">NOTES:</div>
Materials <i>(please check one)</i>	\$	Program Level <input type="checkbox"/> LH Prep <input type="checkbox"/> LH1 <input type="checkbox"/> LH2 <input type="checkbox"/> LH3 <input type="checkbox"/> MT1/RR1 <input type="checkbox"/> MT2/MT3 <input type="checkbox"/> LM2/LM3 <input type="checkbox"/> RR2/RR3
Total Amount Paid <i>(please check all that apply)</i>	\$	<input type="checkbox"/> Duration of 20 weeks <input type="checkbox"/> Other <input type="checkbox"/> Tuition & Fees reflect sibling discount * * Name of sibling _____
Final Balance	\$	<input type="checkbox"/> **Please set up an automatic credit card billing for my account each semester <input type="checkbox"/> Other

X

PARENT/GUARDIAN SIGNATURE	DATE
Credit Card Information <input type="checkbox"/> Amex <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa (please choose one)	Card No. _____ Expiration: / /

Piano Play Revised Tuition and Fees Policies effective May 2008

Acceptable forms of payment are cash, personal check, credit card (MasterCard, Visa, Discover and American Express). Make checks payable to Piano Play. Please write the student's name and class program on checks or tuition payment slips

Registration Fees (Non-Refundable): New students entering group classes for the first time or returning after a two (2) year period must pay a non-refundable fee of \$17.50 per semester. Families with two or more students will pay a discounted rate of \$30.00. Returning group students must pay a non-refundable registration fee of \$12.50 per semester. Families with two or more will pay a discounted rate of \$25.00. Registration fees are **non-refundable**.

New students entering private classes for the first time or returning after a two (2) year period must pay a non-refundable fee of \$35.00 for the current year. Families with two or more students will pay a discounted rate of \$52.50. Returning private students must pay a non-refundable registration fee of \$25.00 annually. Families with two or more will pay a discounted rate of \$37.50. Students *cannot* officially be enrolled in class until registration fees, tuition and materials have been paid.

Material Fees: *See Class Schedule in front for "Tuition Fee"*

This is a semester or yearly fee that must be paid at the time of registration. Material fees are based according to the needs of the class program or private instructor.

Tuition: (Non-Refundable) *See Class Schedule in front for "Tuition Fees"*

Your tuition reserves your instructor's time and space in class or private day and time. Tuition cannot be credited for missed classes.

Group Tuition: - Group tuition is for the entire **20 weeks** of classes. Tuition must be paid in full prior to or before the first class of the semester. Students cannot be officially enrolled in classes until all financial obligations have been fulfilled. **Half Semester Tuition is available only if a credit card Authorization Form is completed.*

Policies on Make-ups -Tuition refunds, credits or pro-rates cannot be given due to your child's absence. Make-up classes must be done before the end of the semester and can only be done if the class time or day is available.

Private Tuition: - Private tuition is due monthly by the 1st of each month or before the first lesson. Tuition is based on **(4) lessons** a month or *unless otherwise indicated. ** These following monthly lessons are shortened due to winter, spring and summer breaks, Memorial Day, Thanksgiving Break, and Martin Luther King Day. A \$10.00 late charge will be added to tuition if payment has not been made by the second week. Class suspension notices will be given to overdue payments.*

Policies on Private Make-ups -Tuition refunds, credits or pro-rates cannot be given due to your child's absence. A 24- hour advance notice. A missed private lesson cannot be rescheduled due to the instructors' schedule and piano availability or unless authorized.

Late Fees: All payments received after the due date will be assessed a \$10.00 late fee charge.

Returned Check Fee - All returned checks are automatically re-deposited for payment. A \$30 returned check fee will be charged to your account. If not paid by the second notice all future charges must be paid with cash or with credit cards.

Refunds -Tuition refunds or credits for missed classes cannot be given unless Piano Play has officially canceled the class. If your class has been canceled, you will be notified by telephone or mail and will be given the option to transfer. *A minimum of 6 students must be registered in class to sufficiently keep scheduled class open. Classes with less than 6 students are subject to close.*

Withdrawals – Students who withdraw from a class must do so in writing or in person before the 3rd week of the semester. A withdrawal in person is strongly recommended. Piano Play reserves the right to refund tuition based on the circumstance. Otherwise, refunds will not be given.