

Piano Play Music Systems, Inc.
 Main Office: 14237 Ventura Blvd.
 Sherman Oaks, CA 91423
 Phone: (818)789-6110 Fax : (818)789-6167
 Web: www.pianoplaymusic.com

GROUP STUDENT REGISTRATION FORM

2010 - 2011



Date Received ____/____/____

Email Mail Faxed Walk-in

For office use only

Initials ____ Posted in Roster ____/____/____

Check here for location Pasadena School Sherman Oaks School Woodland Hills School

(Check one box) New Student Returning Student's information the same on file.

Last Name _____ First _____ Middle _____ Age _____ Student's Birthday _____ Sex M F
 / /

GROUP PROGRAMS: Lowey Hija
 Music Tales
 La Rue McDoosen
 Roofus Reports
 Other

Check (1) box

GROUP LEVELS: Prep
 Book 1
 Book 2
 Book 3
 Beg. Adult Piano /Guitar
 Adv. Adult Piano /Guitar

Check (1) box

See Class Schedules

1st Day: _____ Time: _____

2nd Day: _____ Time: _____

Parent or Guardian Information

Name of Parent /Guardian _____ Home Phone () - _____ Cell/Emergency No. () - _____ Alt. Phone No. () - _____

Billing Address _____ City _____ State _____ Zip Code _____

Email Address: _____ Fax No. () - _____ Any sibling at PPMS? Yes No

Teacher's resumes can be found on line at www.pianoplaymusic.com/bookings/
 Preferred means for teachers to contact you: Home Cell Phone Email Other

PLEASE READ TUITION POLICIES ON BACK CAREFULLY AND INTIAL ALL BOXES BE FOR SIGNING REGISTRATION FEE (Non-Refundable)

Piano Play Registration Fee (Please check one)
 New \$17.50 Returning \$12.50 Family Rate \$25.00

\$

Sibling Information: Program: Group Private Both

1st Child's Name: _____

2nd Child's Name: _____

3rd Child's Name: _____

Material Fee (Please check program level)
 LHP LH 1 LH 2 LH 3 MT 1 MT 2 MT 3
 LM 1 LM 2 LM 3 RR1 RR 2 RR 3

\$

Tuition Fees (Please check one)
 Duration of 20 weeks Sibling discount for 20 weeks
 Other (Less than 20 weeks)

\$

Other Please indicate tuition arrangements here.

No. of classes _____ x (per class rate) = \$ _____

Total Amount Paid
 Cash Check (Check No.) _____
 Credit Card: Amex Visa MC Discover

\$

Credit Card No. _____

Expiration Date: ____/____/____

By Phone In person Faxed On Line

I/We request **Piano Play** to reserve a place for _____ for the full semester term of this contract. I have read and agreed by initialing all boxes (in back) to all PPMS terms. Class programs, days and times slots are based on a strict first-come serve rule and availability. You will be notified to confirm acceptance of your child's schedule lesson time and day. **I have read, understood and agree to this "Registration Form". Please initial here _____.**

Payment can either be made by Check/Money Orders, Credit Card or Cash. Checks/Money orders should be made payable to: Piano Play.

Parent/Guardian Signature: _____ **Date:** ____/____/____

In person By Fax On Line

New Group Tuition & Fees Policies Effective for Fall 2010

Please initial all boxes indicating that you have read and agree to the terms of this contract.

- Group Registration Fees - *Non-Refundable***
The "**Registration Fee**" is mandatory and must be paid when scheduling your classes each semester.
1. **New students - \$17.50** (*Students entering group classes for the first time or returning after (2) years*)
 2. **Returning Students - \$12.50** (*Students that were officially enrolled within a (2) year period*)
 3. **Family Rate- \$25.00** (*2 or more students registered in group classes at Piano Play*)
- Group Tuition:** (See Class Schedule in front for "Tuition Fees") ***Non-Refundable***
Group Tuition based on a 20 weeks. (See PPMS calendar for school holidays) Tuition cannot be credited for missed classes. Your tuition fee reserves your time, day and guarantees that a teacher will be available to teach your child for the entire semester. Piano Play cannot reserve your child's spot under any circumstances if your tuition is not paid in full prior to or before the first week of class. It is important that you notify the office in advance or as soon as possible if an emergency (*health issues or deaths*) should arise to assure your child's spot. **Half Semester Tuition is available only by authorization. An "Authorization Form" must be filled out with a current credit card number to be automatically debited on the 2nd week of the semester unless an authorized arrangement has been approved.*
- Late Fee:** All payments received after the due date will be assessed a \$15.00 late fee charge.
- Material Fees-** See Class Schedule in front for "Tuition Fee"
This is a *semester fee* that must be paid at the time of registration. Material fees are based according to the goals and objectives of the class program.
- Policies on Make-ups - *Tuition refunds, credits or pro-rates cannot be given due to your child's absence.***
Piano Play encourages students to make-up their missed classes. Here are the guidelines for making up missed classes:
- 1) All make-ups must be done before the end of the semester.
 - 2) Make-ups can be done only if the class time or day is available.
 - 3) A 24 -hour advance notice must be done prior to making up your class. The office or teacher has the right to refuse admittance into class if a child has not confirmed prior to coming for their make-up.
- 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.