

PRIVATE STUDENT REGISTRATION FORM

2011-2012

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



Date Received ____/____/____ Priority

Email Mail Faxed Walk-in

For office use only

Initials _____ Posted in Roster ____/____/____

(Check one box) Student's Home information the same on file. Student's Information changed

Last Name _____ First _____ Middle _____ Age _____ Student's Birthday ____/____/____

Parent or Guardian Information Check here for location Sherman Oaks Pasadena Woodland Hills

Parent Name (Print) & Billing Address _____ City _____ State _____ Zip Code _____

Home Phone (____) _____ - _____ Email _____ Cell /Emergency No. (____) _____ - _____

Please complete this area of the Registration Form

School Grade in Fall-Spring of 2011-2012 _____ (Check Box if Applicable) **Certificate of Merit Level** Prep – Level 2

Any sibling at PPMS? Yes No

* Only MTAC Teacher are Certified to participate in CM

Level 3 – 5
 Level 6- Adv.

Private Teacher Choice *MTAC Teachers: AA JB PP MS GR GE KL MM EB JM NN Other

Private Day: Same Day Change Day Not sure
 Mon. Tues. Wed. Thur. Fri. Sat.

Lesson Length: 30 min. 45 min.
 60 min. 75 min.

Private Time: Same Time Change Time: **1st Choice:** Between ____ - ____ **2nd Choice:** Between ____ - ____

Teacher's resumes, PPMS schedules and pay scale can be made available upon request or online at www.pianoplaymusic.com
 Preferred means for teachers to contact you: Home Cell Phone Email Other _____

PLEASE READ CAREFULLY BE FOR SIGNING REGISTRATION FEE (Non-Refundable)

Piano Play Registration Fee (Please check) <input type="checkbox"/> New \$40.00 <input type="checkbox"/> Returning \$30.00 <input type="checkbox"/> Family Rate \$50.00 (2 or more)	\$	Sibling Information: Program: <input type="checkbox"/> Group <input type="checkbox"/> Private <input type="checkbox"/> Both 1 st Child's Name: _____ 2 nd Child's Name: _____ 3 rd Child's Name: _____
*PPMS Annual Lab Fee (Theory Materials included) <input type="checkbox"/> \$100.00 (10 months or full year) *Lab is mandatory for PPMS Students	\$	
Tuition Fees (Materials are not included)	\$	<input type="checkbox"/> Automatic debit (Monthly debt) <input type="checkbox"/> 30m \$132 <input type="checkbox"/> 45m \$180 <input type="checkbox"/> 60m \$225 <input type="checkbox"/> 75m \$285 Sibling(s) receive a 5% discount off of tuition.
Total Amount Paid	\$	Credit Card: <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Discover Credit Card No. _____ Expiration Date: ____/____/____

*TO OFFICIALLY RESERVE YOUR SPACE A CREDIT CARD MUST BE KEPT ON FILE. (No Exceptions)

I/We request **Piano Play** to reserve a place for _____ for the full school term of this contract. The "**Registration Fee**" is non-refundable and will hold a time slot and a day with a private teacher. Piano Play will make every effort to accommodate your choice of teacher, time and day; however, we **cannot guarantee** it. Teachers, 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. You have the right to refuse or change your time, day or teacher at that time based schedule availability. **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

PPMS New Private Tuition & Fee Policies Effective for Fall 2011

Please initial all boxes indicating that you have read and agree to the terms of this contract. If you have a prior contract (2010-2011) on file and have fully initialed each box and still agree to these terms, please initial here in this box.

Private Registration Fees - Non-Refundable

The "**Registration Fee**" is mandatory and must be paid prior to scheduling classes. This fee reserves a day and time slot with a private teacher and gives us the consent to begin scheduling your child's classes.

1. **New students - \$40.00** (Students entering private classes for the first time or returning after (2) years)
2. **Returning Students - \$30.00** (Students that were officially enrolled within a (2) year period)
3. **Family Rate- \$50.00** (2 or more students registered in classes at Piano Play)

Student Private Tuition - Non-Refundable

Student's Private Tuition is a monthly or based on a 3-5 week charge. (See **PPMS calendar for school holidays**) Tuition payments reserve your time, day and guarantees that a teacher will be available to teach your child. Piano Play cannot reserve your child's spot under any circumstances if monthly tuition is not paid in full by the end of each month.

- a) The billing cycle for tuition is done (3) times in advance within the school calendar. (August –January, February - April and May-June). You will receive tuition payment slips that will show you your monthly tuition for the those specific billing cycles months.
- b) Tuition is **due** by the **first week** of each month or **before the 1st lesson**. (No Exceptions)
- c) Tuition that is **not received** by the end of the **second week** of each month will be ***automatically debited(via credit card on file)** along with an **additional \$15.00 late fee**.
- d) Tuition that is **not paid in full by the end of the third week** of the month will forfeit their day, time and space with their teacher. The student must begin the process of registration over again.
- e) It is important that you notify the office in advance or as soon as possible if an emergency (health issues or death) should arise to assure your child's spot. **Vacations, parties, sporting events, school or outside activities (etc..)** are not considered as emergencies.

No Makes-ups for Private Lesson(s) - No Exceptions * See Refunds

You are responsible to pay for the entire month of lessons unless indicated by PPMS calendar. **Tuition refunds, credits or pro-rates will not be given due to a child's absence.** Giving an advance notice that your child will be absent(s) is very appreciated but does not excuse your monthly obligation nor does it allow your child to make-up the lesson. Remember your tuition reserves and guarantees that we must hold your specified child's day, time and teacher. You are renting a space and time with a teacher.

Policy for Rescheduling a Private Lessons

Missed lessons cannot be made-up, however they can be rescheduled for a minimum "Rescheduling" fee. The "**Rescheduling Fee**" is an **automatic debit** and is charged at the time of rescheduling (via credit card on file). (**No Exceptions**) This fee is an additional charge and **does not** replace your monthly tuition obligations. You will be billed for the entire month.

Rescheduling fees per lesson:

1. \$17.00 for a 30 min. lesson
2. \$25.00 for a 45 minute lesson
3. \$34.00 for a 60 minute lesson

Return Check Fee

A "**Returned Check**" fee of **\$30.00** will be charged to your account for all returned checks. "Returned Checks" are automatically re-deposited for payment. Re-deposited checks that fail to clear the second time will be returned to you and a cash payment will be required or an ***automatic debit(via credit card on file)**. If not paid by the second notice all future charges must be paid with cash or with a credit card.

Refunds

Piano Play will make every foreseeable effort if an emergency arises not to cancel your child's lesson. If a lesson has to be cancelled by Piano Play, you will be notified in advance by telephone or email and will be given the options to reschedule at no additional cost or receive a refund. Tuition refunds or credits are not given if a substitute teacher is available to teach your child.

Changing Schedule or Withdrawals

Students who need to change their schedule or withdraw must give a **30 day notice** by written notice via email/fax. If a notice is **less than 30 days**, Piano Plays reserves the right to ***automatically debit** your account for the entire month.

***To be enrolled in private lessons at Piano Play, a current Credit Card must be kept on file. (Non-Negotiable)**

The PPMS office staff will give you advance notice if any transactions on your credit card will be made with the exception of late fees, rescheduling fees and return check fees. Acceptable forms of payment are cash, personal check, credit card (Master Card, Visa, Discover and American Express). Make checks payable to Piano Play.

Rev. 03/31/11