

For Office Use Only

Instructor: _____
Rate: _____
Day: _____
Time: _____
of Hours: _____



**CONSERVATORY OF FINE ARTS FOR ALL AGES
ANNUAL REGISTRATION FORM**

703.777.9225 * 39325 Crooked Bridge Lane * Leesburg, VA 20175

E-Mail: perartmin@gmail.com

Website: www.performingartsministries.com

Registration Fee: \$25.00 per family/\$15.00 single student

PLEASE PRINT

Date of Registration: M/D/Y _____

Student's Full Name: _____ (prefers to be called _____)
Age (if child) _____ Date of Birth (m/d/y) _____

Student's Full Name: _____ (prefers to be called _____)
Age (if child) _____ Date of Birth (m/d/y) _____

Student's Full Name: _____ (prefers to be called _____)
Age (if child) _____ Date of Birth (m/d/y) _____

Student's Full Name: _____ (prefers to be called _____)
Age (if child) _____ Date of Birth (m/d/y) _____

Parent's Name (s): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ - _____ Cell: () _____ - _____

Work: () _____ - _____ Other: () _____ - _____

E-Mail Address _____

Academic School: _____ Grade Level: _____

Previous Years Training? Y or N If Yes, Give Details: (Voice or Instrument)

Musical Ambitions: _____

Does the student have any learning challenges we need to be aware of? Y or N

If yes, please explain: _____

Please list two contacts in case of emergency (other than parents)

1. Name _____ Relation _____

Home Ph. _____ Cell Ph. _____

2. Name _____ Relation _____

Home Ph. _____ Cell Ph. _____

PERFORMING ARTS ACADEMY POLICIES AND PROCEDURES AGREEMENT

REGISTRATION:

An annual non-refundable registration fee of \$15.00 single/\$25.00 per family is required for each student.

INTRODUCTORY LESSON:

The first lesson with your instructor will include an audition and interview with the student and/or parent/guardian in order to acquaint the family with Academy policies and student responsibilities. Each student (parent, if under 18) must complete in full a registration form to be turned into the Academy.

MONTHLY TUITION:

A student who wishes a permanent lesson must pay tuition at the beginning of each month. You will be guaranteed four lessons a month (or 5 where month exceeds 4) at the same time and day of the week, unless it is a makeup lesson.

Payment is due no later than the 10th of each month, otherwise a late fee of \$10.00 will be assessed. If the tuition is paid quarterly (13 lessons), then tuition will be billed with a 5% discount and is due every three months.

If a lesson payment becomes overdue by 4 weeks or more, lessons will be suspended until the account is made current. We thank you in advance for your understanding. Your payment is your teacher's paycheck.

A monthly statement will be mailed to you approximately 1 week before the upcoming month's lessons outlining how many lessons there are in that month, as well as other charges or credits to your account. Payments are to be mailed to 39325 Crooked Bridge Lane, Leesburg, VA 20175. Please include your invoice number on your check. *We do not accept credit cards at this time.* If you have any questions about where to send payment, please call 703.777.9225. Please do not give tuition checks to your instructor unless you have prior approval.

SCHEDULING OF LESSONS:

Here, at Performing Arts Academy, lessons are booked by the month (4-5 lessons a month) for each instructor. Every Other week lessons are generally not encouraged. There are 2 reasons for this: One being, lessons once a week encourage a higher learning curve. Secondly, lessons every other week create holes in the instructor's schedule that are very difficult to fill.

METHODS OF PAYMENT:

Checks and cash are acceptable methods of payment. Please make all checks payable to Performing Arts Ministries and not payable to the instructor. If the student begins lessons after the first week of the month, the remaining month's lessons will be pro-rated and billed to you. Please do not pay for a single lesson at a time for accounting purposes. **There will be a \$29 charge for each returned check.**

RATES:

Please see attached rate sheet.

LATE ARRIVALS:

Students are expected to arrive at scheduled lessons on time with required music books and assignments well prepared. If you arrive late for your lesson, regardless of the reason, the lesson will end at the regular time. If the instructor does not have another student after your time slot or does not have anything planned, then the instructor has the option to extend the lesson to give the student his or her full lesson.

MISSED LESSONS/CLASSES:

We cannot pro-rate for lessons missed by students. If a student misses a lesson for sickness, vacation, or other activities, the student will be given a choice by his or her instructor of a make-up lesson within the current quarter. If the student and/or parent is unable to schedule or attend a make-up lesson, *in no event* will the monthly tuition be changed or refunded.

Quarters are: Sept-Nov; Dec-Feb; Mar-May; June-Aug

If a student has 2 lessons scheduled one after the other with 2 different instructors and one of the instructors cancels a lesson, the student *does not* have the option of missing the other booked lesson. If the student chooses to cancel the other lesson, they are not due a refund or a make-up lesson.

If you are sick or feel as though you are coming down with something, please stay home. Do not feel you need to attend because you think you will lose your money for the lesson. If a student arrives for the lesson visibly ill, no lesson will be given. The instructor will offer you a make-up lesson once you are feeling better.

*(QUESTION: Why must lessons be paid for even if the student does not show up for a lesson? Answer: This is a standard policy for almost every music store and academy in America. The student is paying to hold their time slot. If the student calls ahead, a make- up lesson **will** be offered.)*

COURTESY CALL:

Your instructor would appreciate a call if you are unable to attend a lesson. It is our policy that you notify your instructor 24 hours in advance if you are to miss a lesson or class. Teacher make-up classes/lessons are **NOT** provided if 24-hour notification is not given. No credit will be given for the missed lesson or any monies refunded when the 24-hour notice is not given except in extreme emergencies.

INSTRUCTOR CANCELLATIONS:

Advanced notice and emergencies: Most instructors will reschedule missed lessons if they have to cancel. If you, the student, are unable to reschedule, we will credit your next months invoice for the missed lesson.

INCLEMENT WEATHER AND SCHOOL/FEDERAL HOLIDAYS:

We will try our best to notify you of any lesson cancellations. We will be open for business even if Loudoun & Fairfax County schools open late, close early, or close for the day, unless you hear from us. If the weather seems uncertain, we will leave a message on our voice mail at 703.777.9225. Please call to confirm lessons/classes are being held.

DISCONTINUING LESSONS/CLASSES:

Discontinuing or suspending lessons requires a written notice 30 days in advance. From the day the notice is written, one more month's tuition is expected, whether lessons are taken or not for that last month. This is for the instructor's income to be stabilized. This allows a month for the instructor to find another student to fill the open time slot. Missed lessons will not be refunded; however, they can be made up providing the instructor has an opening in their schedule during that final month.

If students suspend their lessons for summer vacation, they must pre-register by August 1st for the upcoming school year in order to obtain a desirable time slot. Otherwise, lessons in the fall are scheduled for those who call the Academy first to register and schedule their lessons for the year.

If the time slot you want is already taken, you may be put on a waiting list for that time and we will gladly let you know when the time becomes available. Once placed on a waiting list, it could take up to 2 months or as little as 1 day for that time slot to become open. You are free to call the Academy at any time to check on the status of the time slot you desire.

PRACTICING:

The Academy does not guarantee the progress of a student nor make any guarantees of how quickly the student will become proficient. The teacher will always encourage and help the students move toward their greatest potential, but it is up to the student to maintain a systematic practice of music assignments. (Daily practice is recommended and should be for the same length of time as the lesson taken. FOR COLLEGE STUDENTS THIS IS MANDATORY).

ABRSM:

Associated Board of the Royal School of Music - Performing Arts Academy students who show enthusiasm, signs of advanced musical potential, and a significant desire to progress more quickly to advanced levels in their field of study will be given the opportunity to participate in the ABRSM program of scheduled practical and theory exams with the Associated Board of the Royal School of Music. The ABRSM fee is an additional \$10 per month tuition.

COLLEGE CREDITS:

Performing Arts Ministry has established a collaborative link with NOVA College. We are able, therefore, to offer college credits to any student 16 years or older who qualifies to obtain college credit for quarterly music lessons and to enhance and advance their musical studies.

RECITALS and EVALUATIONS:

All Performing Arts Academy students need to participate in 2 recitals per year in January and in June. At this time, instructors will complete a semi-annual student evaluation report and/or certificate for the student to illustrate his or her progress.

INSTRUCTOR'S COMMITMENT: _____ **(initials of instructor)**

Each instructor is qualified to be an instructor by having at least one of the following: 1) Educational background and teaching experience equivalent to certification requirements of national music teaching organizations; 2) Certification to teach music in public schools; 3) Position as a faculty member of a college; 4) Employment as a professional performing musician or singer.

Each instructor commits to working cooperatively with the student to:

- develop challenging lessons
- guide student on appropriate repertoire, technical and performance requirements for recitals and performances
- develop adequate assessment of student achievement in the ABRSM program – adjudicated events, theory, and practical testing when applicable
- complete a certificate of progress twice a year
- verify student documentation of practice, lesson, and rehearsal hours

PARENTAL SUPPORT:

Parents of students 18 years and younger agree to:

- provide transportation for the student to lessons when required
- provide a suitable location and time for the practice at home
- support the child's musical activities at home, in school, at church, and at the academy

I acknowledge that I have read the policies above and agree to the terms as written:

Print Name: _____

Signature: _____

(Signature of parent or guardian is required for children under 18 years of age)

Date: _____

Performing Arts Ministries
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Policies and Liability Release Form

1. I understand and accept financial responsibility for myself and/or my child for any damage or vandalism incurred to Performing Arts Ministries and its school property as a result of my own or my child's behavior. I also understand that my child or I will be fined for all such damages.
2. I understand that Performing Arts Ministries is not responsible for articles lost, broken, or stolen on the premises of the school or at rehearsal and performance sites.
3. I understand that Performing Arts Ministries may use any photography and pictures taken during classes, rehearsals, and performances for publicity purposes.
4. I understand and accept that instruction may include or require an instructor to physically touch a student during class. (i.e., under our molestation clause in the Performing Arts Ministry Insurance Policy, we are required to ask permission to touch a student during the course of instruction; for example, helping a student with proper finger placement in guitar, piano lessons, etc., or during voice lessons for the purpose of instruction in proper breathing techniques.)
5. I understand that Performing Arts Ministries, its staff, instructors, their landlords, or lessees are not responsible for injury to myself or my child, whether based on allegations or not, in any way, by any reason of my participation in Performing Arts Ministries classes, rehearsals, performances, and related programs and events.
6. I understand and acknowledge that Performing Arts Ministries is not responsible for the immediate medical needs of its students. In consideration thereof, I agree that an updated emergency phone number will be listed on file at Performing Arts Ministries office where parents or a contact person may be reached during lessons, classes, performances, or rehearsals.

Signature: _____
(Signature of parent or guardian is required for children under 18 years of age)

Date: _____