



Parent/Guardian/Self \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell/Work \_\_\_\_\_

Street Address \_\_\_\_\_

Town \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Student(s) \_\_\_\_\_ Age \_\_\_\_\_

### Individual Classes

Student Name	Instrument/Language	Class Length

### Group Classes

Student Name	Class Title

I have read and agree to all of ArtsRoc's policies.

Signature (Required) \_\_\_\_\_

## ArtsRoc Policies

### **Payment:**

Students enrolled in individual classes will receive an invoice once they have scheduled their weekly lesson time. Students enrolling in group classes will not be invoiced, unless requested, and should pay the amount listed for their selected classes. Full payment is due on or before the first class date of each session. Students enrolled in individual lessons, who have chosen to pay twice per session, must submit the first half of the payment on or before the first class, and the second payment by the specified due date on their invoice. Payments not received by the first class, or due date, will be subject to a \$15 late fee. ArtsRoc accepts checks, money orders, and major credit cards.

### **Attendance:**

Students are financially responsible for all unattended classes. In the case of an emergency the teacher may reschedule a class at their own discretion, at a time convenient for both student and teacher. Any classes missed by the teacher will be taught by a substitute or made up on a scheduled make up day chosen by the teacher. There are no make up classes for group classes. While advance notice of a missed lesson is appreciated, these lessons cannot be taken off the total cost of the session.

### **Scheduling individual lessons:**

Lessons will be scheduled once your registration form is received. Once your lesson time is scheduled, it will stay the same for the remainder of the session. At the start of the next session you will be able to keep your same lesson time, or switch to a different time if available.

### **Withdrawing from classes:**

All requests to withdraw from classes must be submitted in writing to ArtsRoc. Withdrawal requests submitted after the second week of classes will not receive a refund.