

**Vernon Community Music School**  
**FAMILY REGISTRATION FORM**  
**2007 / 2008 School Year**

*Please confirm your lesson time with your teacher.* Then complete this form and return it to the office with the **non-refundable** family registration fee. For billing purposes, the school year is divided into two semesters of 18 weeks each. Students are expected to enroll for the full year of lessons and will be invoiced in September and in January.

**THIS REGISTRATION FORM WILL BE ACCEPTED ONLY IF SIGNED\* AND ACCOMPANIED BY REGISTRATION FEE OF \$25 (non-refundable) (Earlybird fee of only \$20 is in effect until June 15, 2007)**

**BILLING INFORMATION – Send Invoice to:**

|            |  |                 |  |
|------------|--|-----------------|--|
| Name       |  |                 |  |
| Address    |  |                 |  |
| City       |  | Postal Code     |  |
| Home Phone |  | Alternate Phone |  |
| Email      |  |                 |  |

**LIST ALL STUDENTS AND PROGRAMS (use back of page if more room needed)**

| Student Name | Birthday<br>(if under 18)<br>D/M/Y | Teacher | Program | Lesson Length |
|--------------|------------------------------------|---------|---------|---------------|
|              |                                    |         |         |               |
|              |                                    |         |         |               |
|              |                                    |         |         |               |

**CANCELLATION POLICY:** Two weeks notice is required if lessons are to be discontinued. Otherwise fees will be charged for two lessons. After the 10<sup>th</sup> week of the semester there can be no refund if lessons are discontinued.

**ABSENCE POLICY:** When a student is absent, with or without notice, the teacher will be paid for this lesson time. The teacher is not obliged to supply make-up lessons or lesson credit, given his or her schedule, but may do so at their discretion. When a teacher is absent, with or without notice, the student's lessons must be made up or the student will receive a refund at the end of the term.

**A service charge will be applied to any returned cheque.**

**I have read and I agree to the policies as stated above** \_\_\_\_\_  
\*SIGNATURE

**WHERE DID YOU HEAR OF OUR SCHOOL?** \_\_\_\_\_

Office Use: Amount \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_