

Music Education Centers

Adaptive Music Enrichment Programs

635 Van Alstyne Rd
Webster, NY 14580
(585)671-7926

MusicEdCenters@Rochester.rr.com

New Student Registration

Student Name _____

Program _____

The following requirements must be met before commencing a lesson program at Music Education Centers:

- A commitment to regular attendance
- Completed *Registration Form*
- Signed *Photo Release*
- Signed *Policy Sign-Off*
- \$125 deposit towards the first month's tuition and registration fee – Private
- \$85 deposit towards the first month's tuition and registration fee – Group / Class
- Completed *tuition assistance form* – if applicable
- Special Program tuition payment in full – if applicable

Registration Completed by _____

Date Completed _____

Date Lessons began _____

New Student Registration

Please Print – Thank You

Applicant's Name _____

Parent/Guardian _____

Instrument(s) _____

Address _____

City _____ **State** _____ **Zip** _____

Home Phone _____ **Work Phone** _____

Email Address _____ **Cell Phone** _____

School _____ **Grade** _____ **Teacher** _____

Type of Class _____ **Monitored? Yes - No**

Briefly discuss the nature of the applicant's disability _____

Describe your family's Musical involvement _____

What musical activities does the applicant currently participate in?

Do you have an instrument for practice at home? _____

Briefly describe the applicant's verbal abilities

How do you deal with problem behaviors at home or at school?

Are there any other special learning or environmental needs that we need to be aware of?

Photo/Video Release

I _____ give Music Education Centers at Uncle Andy's Place permission to use photographic and/or video documentation of myself / my child _____ for promotional and educational purposes including internet publishing, staff training and as an educational tool for other professionals.

Signed _____ date _____

Policy Sign-Off

I verify that I have read and understand the terms stated on the *Studio Policy Agreement* and agree to adhere to them while I am, or my child is, a student at Music Education Centers.

Student Name _____

Signature _____ Date _____

Parent / Guardian Name _____

Signature _____ Date _____

Music Education Centers

Studio Policy Agreement

General Policies

- Please arrive punctually and prepared to your assigned lesson time, ready to make music.
- Daily practice is important to music development. Parents are encouraged to help students prepare for lessons. If you need help in working out a routine for home practice – please do not hesitate to ask.
- Please be courteous to the other students, if you arrive early or have other family members that accompany the student to lessons, please be cognizant of your presence in the waiting area.
- If a student causes damage to any equipment in the studio or property, the parents or guardians are responsible for the paying the cost of repairs.

Attendance Policies

- You must call your instructor BEFORE your lesson to report any cancellation or to reschedule, **if you do not call, the lesson may not be made up.**
- Due to the nature of private study, regular attendance is critical. Therefore, if a student consistently cancels lessons, the teacher has the right to discontinue lessons. If a student misses three (3) consecutive lessons without discussing the circumstances with the teacher; (i.e. extended vacation, surgery etc.) the teacher may give your time slot to another student.
- Please notify the studio 14 days in advance if you plan on terminating services, if fail to do so you will be charged for the remaining lessons.
- If weather conditions do not permit safe travel at the time of your session, lessons will be made up. Please call your instructor if you are unsure.
- If a student is late or unprepared when the instructor arrives to your home, the instructor is not responsible to make up the time, unless prior arrangements are made.
- Make up lessons can be scheduled if the teacher or student has to cancel a lesson for illness, if your lesson is not made up; you will be credited for the lesson fee.

Fiscal Policies

- For new students, the first tuition payment must be received before the first lesson.
- The current weekly lesson tuition is listed on the *Services Price List*. Travel surcharge will be applied to each visit, regardless of the length.
- Tuition invoices will be emailed or mailed on or before the first of the month, please make sure your payment is postmarked before the 10th to avoid a late fee.
- There will be a \$10 late fee if the payment is not received by the 10th, you may remit payment by mail or in person.
- Make-up lessons are charged as if they occur in their regular time frame.
- The studio reserves the right to adjust the cost of tuition at any time.
- There is a \$35 fee for any returned checks.
- Refunds for lesson fees will be granted for emergency situations only.
- Lesson credits are will be issued if a student has used less than 50% of their allotted lessons. Credits are valid for 90 days from their date of issue.

Referral Policy

At Music Education Centers we are always trying to improve our services and expand our client base. The purpose of this policy is twofold. It makes our services more affordable for existing clients and it exposes more prospective students to our program.

- Clients who actively refer others to Music Education Centers will receive, as a thank you, one (1) \$25 credit for each referral they generate. The credit is applied once the newly referred student has enrolled as a student.
- The credit will apply to the following month's balance. For example, the Smith family refers the Jones family, who begin lessons in Feb; the Smiths will get a credit for March.
- There is no limit on how many referrals are generated by any one family. However there we can only redeem 2 referral credits per month, per family.
- This policy is not required in order to continue receiving services at Uncle Andy's Place. It is optional and available to all current clients.

Services Price List



Music Education Centers, 635 Van Alstyne Rd, Webster, NY 14580 - 877-632-6833 - www.MusicEdCenters.com

Category	Service Type	Description	Price	Price / Month	Price / Quarter
Lesson	Evaluation Lesson	30 minute evaluation lesson	\$30.00	NA	NA
Lesson	Private Lesson	30 minute private - single family member	NA	\$100.00	\$275.00
		30 minute private - additional family member	NA	\$80.00	\$220.00
		30 minute private w/ ensemble	NA	\$155.00	\$425.00
Lesson	Private Lesson	45 minute private - single family member	NA	\$140.00	\$385.00
		45 minute private - additional family member	NA	\$120.00	\$330.00
		45 minute private w/ ensemble	NA	\$195.00	\$535.00
Lesson	Group Lesson / Ensemble	45 minute group lesson, per participant	NA	\$65.00	\$175.00
Lesson	Private Lesson	60 minute private - single family member	NA	\$180.00	\$495.00
		60 minute private - additional family member	NA	\$160.00	\$440.00
		60 minute private w/ ensemble	NA	\$235.00	\$645.00
Lesson	Private Lesson	Ala Carte 30 minute private	\$30.00	NA	NA
		Ala Carte 45 minute private	\$40.00	NA	NA
		Ala Carte 60 minute private	\$50.00	NA	NA
Class	Group Class - Group Home / Community Location	50 minute class - up to 8 participants	NA	\$260.00	\$650.00
Class	Group Class - Group Home / Community Location	50 minute class - 9 or more participants	NA	\$500.00	\$1,250.00
Class	Misc Class or program	Call for Price!			
Consult	Private Adaptive Music Instruction Training	Hourly Charge for Private Program Consultation	\$60.00		
Consult	Group Adaptive Music Instruction Training	Hourly Charge for Group Program Consultation	\$20.00/participant		
Consult	Group Adaptive Music Instruction Training	Six-Week Course	\$100.00/participant		
Merchandise	MEC Provided items	MEC Published lesson book	\$15.00		
Merchandise	MEC Provided items	MEC Quarterly eNewsletter	Free	Free	Free
Service Charge	Music To You Service Charge	Music To You Service Charge - Per Residential Address	\$5.00	\$20.00	\$55.00
Service Charge	Music To You Service Charge	Music To You Service Charge - Pieter's Family Life Center	\$3.75	\$15.00	\$42.00
Service Charge	Music To You Service Charge	Music To You Service Charge - Doris's Music Studio	\$3.50	\$14.00	\$38.00
Service Charge	Registration Fee	Lesson & Program Registration Fee	\$25.00	\$25.00	\$25.00
Service Charge	Late Fee	Payment received after the 1st / 10th	\$10.00		
	All monthly and quarterly charges are based on 12 service occurrences per quarter. If you are going to miss a lesson please contact your instructor to schedule a make-up.				