

Student Name (last, first) \_\_\_\_\_



**TO BE SUBMITTED TO HMA**  
**REGISTRATION - RENEWAL FORM**  
**HMA Academic Year 2017-2018**

STUDENT Last First Middle Date of Birth / /

PARENT Last First

ADDRESS City State Zip

PHONE #1 NAME/Relationship \* E-MAIL

PHONE #2 NAME/Relationship E-MAIL

*\*Tuition Statements are emailed to the top listed EMAIL address unless HMA is notified otherwise.*

SCHOOL currently attending \_\_\_\_\_

Waiver of Liability Statement: I/we assume all risk of bodily injury or property damage that I/we hereby, for myself, my child, my heirs, executors and administrators do hereby, expressly and forever waive and release any and all claims which may be made for any cause whatsoever arising as a result or in connection with the participation of me or my child in events held in conjunction with Hamlin Music (Spirit Valley Days, recitals and other performing events).

***I have read, understand and will comply with the items listed in the Hamlin Music Academy Policy Statement.***

\_\_\_\_\_  
**SIGNATURE:** (Adult Student/Parent/Guardian) \_\_\_\_\_  
Date

Instrument: \_\_\_\_\_ Instructor: \_\_\_\_\_ Day / Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

Instrument: \_\_\_\_\_ Instructor: \_\_\_\_\_ Day / Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

**COMMENTS FOR HMA BELOW:**

**KEEP FOR YOUR RECORDS**



# **Policy Statement**

**2017-2018**

## **REGISTRATION**

All students must complete a Registration/Renewal Form prior to beginning lessons stating understanding and compliance with current HMA policy. There is a non-refundable *\$20 Registration Fee*.

## **TUITION**

HMA is making every effort to maintain quality instruction at a reasonable cost. It was necessary to initiate a modest increase this year. *Tuition for the 2017-2018 year of \$87* is due on the first of every month. Payments received after the 10<sup>th</sup> of the month are subject to a *\$10 late fee*.

## **BILLING**

Monthly billing statements will be placed in student mailbox and e-mailed the last week of the month prior to due date. Just like other businesses, it is crucial for HMA to receive payments on time. Please make checks payable to Hamlin Music Academy (HMA).

## **MISCELLANEOUS FEES**

### **MUSIC AND LESSON MATERIALS**

HMA purchases music for the students and partners with parents on the upfront reimbursement. Music and material fees are added to the monthly tuition lesson fee, when applicable.

### **CONTEST/FESTIVAL/EXAMS**

Optional music enhancing opportunities vary by instrument. Fees for these events are the responsibility of the student, payable in advance. Details will be given prior to the event.

## **CALENDAR**

Please refer to HMA Academic Year calendar and wall postings for scheduled breaks, competitions and music opportunities.

### **STUDENT ABSENCE**

Please contact your instructor as far in advance as possible if you are unable to attend a lesson. A make-up lesson will be arranged only for extenuating circumstances at the discretion of the instructor (death in family, emergency trauma). A make-up lesson not offered for unexcused absences (sports, minor illness, no show, no call).

### **INSTRUCTOR ABSENCE**

If instructor has a conflict in his/her schedule a make-up lesson will be offered.

### **WEATHER CANCELLATIONS**

In the event of school closing HMA will be open for lessons. Most often roads and weather have cleared by lesson time.

### **LESSON WITHDRAWAL**

Please provide a two (2) week notice if you decide to discontinue lessons. HMA appreciates this business courtesy to allow time to restructure lesson schedule. Notification received less than two (2) weeks will require the month's tuition fee.

### **A BRIEF NOTE ABOUT "TUITION"**

Tuition is based on your enrollment, not on lesson attendance. We are providing a service such as a gym, sport or a dance studio provides, which you are charged for, whether you attend or not. Tuition covers time while teaching plus many other hours spent in the following ways:

Lesson preparation, recital preparation, bookkeeping, enrolling students in educational events and attending these events, membership dues in professional teachers organizations, ongoing education (workshops, convention, classes, etc) studio upkeep (providing quality instruments to teach on and maintenance of them); and researching, stocking and preparing materials for student lessons.

As self-employed instructors, we provide our own retirement and insurance needs without paid vacation or sick leave that other profes