

**OTTAWA MUSIC ACADEMY**  
 2 Lorry Greenberg Drive  
 Conroy Mall, Suite 200  
 Ottawa, Ontario K1G 5H6  
 613-739-5757  
 admin@ottawamusicacademy.com



**KANATA MUSIC ACADEMY**  
 701 Eagleson Road  
 Stonehaven Plaza Units 5  
 Kanata, Ontario K2M 2G1  
 613-591-8638  
 admin@kanatamusicacademy.com

## APPLICATION FOR ENROLLMENT 2021 - 2022

INFORMATION	
STUDENT'S NAME:	DOB : (MM/DD/YY)
ADDRESS:	CITY:
	POSTAL CODE:
PLEASE LIST ANY ALLERGIES, SPECIAL NEEDS OR MEDICAL CONDITIONS THAT WE SHOULD BE AWARE OF:	
CONTACT NAME:	RELATIONSHIP: <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER (SPECIFY):
PHONE: HOME:	WORK: MOBILE:
EMAIL:	

INSTRUMENT:		PREFERRED TEACHER: <i>(optional)</i>	
CURRENT LEVEL OR PREVIOUS EXPERIENCE:			
LESSON TYPE: <i>(circle)</i>	Private    Semi-Private    Group	30 mins    45 mins    60 mins	

### AVAILABILITY

PREFERENCE	DAY OF THE WEEK	TIME
#1		
#2		
#3		
#4		

PAYMENT PLAN <i>(circle one)</i>	MONTHLY	HALF YEAR (5-8 MONTHS)	FULL YEAR (9-10 MONTHS)
CREDIT CARD INFORMATION	VISA    AE MASTERCARD	NUMBER:	EXPIRY DATE:

How did you find out about our business?

- WEBSITE                       FLYER                       WORD OF MOUTH  
 SOCIAL MEDIA                   ROAD SIGN                 OTHER: \_\_\_\_\_

#### FOR OFFICE USE:

LESSON DETAILS	STUDENT CODE:	Day:	Teacher:
		Time:	Start Date:
PAYMENT	<input type="checkbox"/> Registration Fee Paid <input type="checkbox"/> Lesson Fees Paid		
CONFIRMATION	<input type="checkbox"/> With Student	Date:	By Admin:
	<input type="checkbox"/> With Teacher	Date:	By Admin:

## ACADEMY POLICIES

### MISSED LESSON POLICY

- Students are responsible to pay for the time-slot being held for them. That is, the number of lessons that are in each month, not the number of lessons they are present for.
- **Twenty-four hours notice** is required to receive a make-up lesson. Last minute cancellations will not be accommodated.
- Make-up classes will be scheduled as soon as the teacher is available, or on the designated make-up day. Make-up classes must be taken before August 31st, 2021, or the lesson will be charged. Make-up classes, once scheduled, cannot be rebooked.
- Students may reschedule a maximum of four lessons throughout the school year. Once four lessons have been rescheduled for whatever reason, students will be charged for the time slot being held for them.
- Make-up classes cannot be taken in lieu of regular lessons.
- For lengthy vacations / absences (2 weeks or more), if make-up lessons are not feasible, the student risks losing their designated timeslot. Two weeks notice is required.
- If the teacher is absent, the Academy will either assign a substitute teacher or arrange a make-up lesson.
- Make-up classes/credits are not available for group lessons.

### WITHDRAWAL POLICY

- A **minimum of two weeks notice** is required to terminate lessons. Students will be charged for the two weeks preceding the notice of termination, regardless of whether or not they are present. Any outstanding lesson fees will be charged on the credit card provided.
- Students are considered to be continuing lessons if no notice is provided. Students will be held accountable for the lesson fees incurred. Be sure to terminate lessons if you do not plan on continuing.
- There will be **NO REFUNDS**. Store credit will be provided for the remaining lesson fees. Group lesson fees are not eligible for store credit.

### GENERAL POLICY

- Students vandalizing Academy property and/or causing a nuisance will be dismissed. Fees paid will be forfeited.
- Smoking or consumption of alcoholic beverages is strictly prohibited within the confines of the Academy.
- No pets, in line skates, skateboards or bicycles are allowed inside the Academy.
- We do not have the facilities to keep open accounts for students, therefore books and other purchases not paid for cannot be taken home.
- Due to the copyright law, no music from our store may be photocopied.
- The Academy is not responsible for lost or stolen articles.

## MEDIA RELEASE

During Ottawa & Kanata Music Academy events (for example, concerts and recitals), staff may take pictures or video of all adults and children for potential use in marketing materials, including but not limited to website, newsletters, print ads, etc. If you would prefer that you and your child's image not be used, please indicate below. Note that you and your child's picture may still be taken at the event, but the image will be cropped or edited to ensure your wishes are respected.

I authorize Ottawa & Kanata Music Academy to use our pictures     Please DO NOT use our pictures.

**SIGNING THIS FORM CONFIRMS THAT YOU HAVE READ, UNDERSTOOD AND WILL RESPECT THE POLICIES OF THE ACADEMY.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Thank you for choosing to register with the Ottawa & Kanata Music Academy!  
We look forward to seeing you develop your talents and expand your musical experiences!*