



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

APPLICATION FOR ENROLLMENT

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: (circle)	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	25 LESSONS	40 LESSONS
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

- Payment is exclusively accepted via credit card. No other payment methods are allowed except for those who choose the 40-lesson plan. The credit card will be automatically charged at the beginning of each school month.
- Students are responsible for paying for the time slot being held for them. That is, the number of lessons there 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. **Students may reschedule a maximum of four lessons throughout the entire school year. Once four lessons have been rescheduled for whatever reason, students will be charged for the time slot being held for them.**
- For lengthy vacations/absences (2 weeks or more), if make-up lessons are not feasible, credits may be given in lieu at the discretion of the Academy. A **two weeks** notice is required.
- If the teacher is absent, the Academy will either assign a substitute teacher or arrange a make-up lesson.
- **No make-up classes/credits** are given for absences from group programs.
- **All student credits must be used by the end of the school year (August 31).** In case a teacher is unavailable for any reason to do make-up lessons for remaining credits, the Academy provides substitute teachers for students.
- **Any unused credits after the end of the school year (August 31) are forfeited and cannot be recovered.** This is also stipulated in the contract signed by the student/parent/guardian with Kanata Music Academy.

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 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 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 Kanata Music Academy!
We look forward to seeing you develop your talents and expand your musical experiences!*