KANATA MUSIC ACADEMY
701 Eagleson Road
Stonehaven Plaza Unit 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:** ❑ **PARENT** ❑ **OTHER (SPECIFY):**
PHONE: HOME:	**WORK:**	**MOBILE:**
EMAIL:		

INSTRUMENT:		**PREFERRED TEACHER:** ***(optional)***	
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		

PAYMENT PLAN ***(circle one)***	MONTHLY	25 Lesson Block	40 Lesson Block
CREDIT CARD INFORMATION *REQUIRED FOR MONTHLY	VISA AE MASTERCARD	**CARD NUMBER:**	**EXPIRY DATE:** **CVV:**

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	❑ Registration Fee Paid	❑ Lesson Fees Paid	
CONFIRMATION	❑ With Student	Date:	By Admin:
	❑ 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' written notice (by email) of absences is required to receive a make-up lesson**. Last minute cancellations cannot be accommodated.
- Make-up classes will be scheduled as soon as the teacher is available. All make-up lessons must be taken before the end of each semester (January 31 & June 30). In case a teacher is unavailable for any reason to do make up lessons for remaining credits, the Academy will provide an alternate substitute teacher for the outstanding lesson(s).
- **Students may reschedule a maximum of TWO (2) lessons per semester. Once two lessons have been rescheduled for whatever reason, students will be charged for further missed lesson(s).**
- 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 credit may be given in lieu at the discretion of the Academy. 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.

WITHDRAWAL POLICY

- Students must provide a **MINIMUM of two weeks' advance 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*** for advance payments. Remaining credits are transferrable to another student or may be used towards store merchandise. Group lesson fees are not eligible for store credit.

GENERAL POLICY

- **ALL LESSONS must be PAID IN ADVANCE** in order to reserve your timeslot. Late payment (after 2nd week of due date) will be charged with additional $10 weekly surcharge as late payment fee.
- Kanata Music Academy school term contains two 5 month semester: September to January, and February to June.
- **All student credits must be used by the end of the end of the semester. All unused credits at the end of each semester (January 31 & June 30) are forfeited and cannot be recovered.**
- 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 copyright law, no music from our store may be photocopied.
- The Academy is not responsible for any lost or stolen articles.

MEDIA RELEASE

During Kanata Music Academy events (for example, concerts and recitals), staff may take pictures or video of 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 experience!