

2010-2011

Registration Fee and first month's payment must be received before a lesson time is assigned.

If registering by mail, please complete the information below:

Student Name _____ Instrument/Class _____

Best Contact Phone _____ Email _____

_____ Minute lesson or _____ Class \$ _____ Amount paid

Enclosed: Check or Money Order or complete Credit/Bank Card information below

Card Type: Mastercard Visa Card Number _____ Expiration Date _____

Cardholder Name as shown on card _____ Cardholder Signature _____

Make checks payable to Valley Conservatory

Mail to Valley Conservatory PO BOX 11635 Huntsville, AL 35814

Questions? Call 256-534-3131

A staff member will contact you by phone or email about scheduling, we will do our best to coordinate your preferred times and teacher availability. Please indicate first and second choice of lesson times on at least 2 days:

Current Instructor or Desired Instructor: _____

Best Days For Lessons:

- _____ Monday
- _____ Tuesday
- _____ Wednesday
- _____ Thursday
- _____ Friday

Best Times For Lessons:

- _____ Late Morning (10:30 am to 12:00 pm) *Except Friday
- _____ Early Afternoon (12:00 pm to 2:30 pm)
- _____ Mid Afternoon (2:30 pm to 5:00 pm)
- _____ Late Afternoon (5:00 pm to 7:00 pm)

Times That Lesson Can Not Be Done:

Valley Conservatory Policies and Procedures

Student Name _____

Student Information: (please check the appropriate line)

Returning Student _____

New Student _____

How Did you Hear About Us? (please check the appropriate line)

Newspaper _____ Ad in Publication (magazine, brochure, etc.) Please write name of publication _____

Yellow Pages _____ Website _____

Received Mailing or newsletter _____ Friend/relative _____ name please(_____)

Other (what?) _____

Registration:

A non-refundable fee of \$30 per student is required yearly at time of registration.

Payment of Fees:

Students pay monthly for instruction and have the option of our automated (Auto Pay) services or Direct Billing. Auto Pay can be set up either through credit card, checking, or savings account. Under the Direct Billing option, students receive a monthly invoice of their account. Students who opt for this form of payment are to make checks payable to Valley Conservatory. Payment can either be mailed or paid at our office during designated office hours.

Mailing Address: Valley Conservatory
P.O. Box 11635
Huntsville, AL 35814

Instruction fees do not include music/instruction books, registration fees for special events, or accompanist fees for recitals or adjudications. Teachers will facilitate the acquisition of music/books which will be billed to student account upon receipt by the student. Valley Conservatory will facilitate accompanist arrangements to provide coordinated services for participating students at reduced group rates to be billed to student account as used. Registration fees for some events may be paid in advance by VC and billed to participating student's accounts.

Late Fees and Returned Checks: _____ initial

There will be a 5 business day grace period to pay your bill. A \$15 late fee will be charged to your account if payment is not received during the grace period. Payment can either be mailed or paid at our office during designated business hours. A \$30 fee will be charged on all returned checks and automatic payments.

Contract Obligation: _____ initial

Private lesson students make a commitment for the entire semester (or remaining portion thereof). The responsible adult is obligated for all monthly payments for the semester whether or not student continues to come for lessons. Class students pay the full fee in advance and make a commitment for the entire eight week class session. No refunds will be issued. Only the Director may consider written requests for release from this contract in the event of extenuating circumstances.

Missed Lessons and Make-up Lessons: _____ initial

Teachers are not obligated to make up a lesson and/or class due to student's absence. No refunds are given for missed lessons and/or classes. School activities such as programs, band trips, vacation breaks that differ from the VC calendar, sport games and etc. do not qualify for make-up lessons. If a student is going to be absent, please notify the administrative/desk staff as soon as possible by calling 534-3131. This prevents awkward schedule gaps and wasted time in teachers' schedule.

If a teacher misses a lesson or class due to illness or other unavailability, the VC reserves the right to provide a substitute teacher to instruct the class and/or lesson. In the event that a substitute is not available, a make-up lesson will be issued to the student. No refunds for lessons missed due to these reasons will be given.

Extreme Weather or Unexpected Interruption of Lessons:

VC must cancel lessons due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due to these reasons will be given.

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or other activity conducted by the students before, during, or after lesson time.

Photo Release:

The VC is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the VC creates. Permission is hereby also granted for the VC to copyright such photographs in its name.

I have read and understand the above policies and procedures and agree to abide by them.

Signature of Parent or Adult Student _____ Date _____

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