

Centre for Musical Minds Enrollment Agreement 2017-2018



Welcome to the Centre for Musical Minds! We are excited you have chosen CMM for your musical journey. Please take a moment to read and initial the applicable fields below. Thank you for your time and attention to CMM policies and procedures. Again, welcome to CMM!

NO FOOD/DRINK: Please do not bring in outside food or drinks other than bottled water with a lid. *

Initials

SCHEDULE: Music lesson study is a year-round endeavor. Spring/Fall has 16 billable weeks of lessons, in which 15 of those weeks are private lessons, with one week a 60-minute performance class. In the spring, 14 of those weeks are private lessons, with one performance class and another an awards ceremony/performance class we call The CMM Grammy's. During the academic year, you will be assigned a set day/time with your teacher and will sign up separately for the performance classes, which last an hour and links provided for online sign up from our calendar. Summer is flexibly scheduled with package options that you choose from and schedule at your convenience. *

Initials

BILLING: Invoicing is by semester. Invoices for Fall and Spring include the tuition amount for 16 weeks of lessons. As stated in the SCHEDULE section, we have 3 weeks out of the year that are one-hour performance classes. Clients are welcome to pay their balance in full, or make monthly installments against the semester balance at no additional charge. Enrollment mid-semester is pro-rated to reflect the number of lessons remaining in the semester. You are not billed for weeks of lessons that are not scheduled on the calendar. E.g. Spring break is two weeks, which is not included in the number of lessons for the semester. Please note you are also not paying for the weeks of lessons in a month, but based on the semester of weeks of lessons. *

Initials

MAKE UP LESSONS

We do not guarantee a makeup lesson if you choose not to attend your regularly scheduled lesson.

- No makeup lessons for the following circumstances: birthday parties, vacations, athletic conflicts, sniffles, homework, etc...
- For lessons with a 1 week notice, the following are exceptions and will be considered (not guaranteed) for a makeup lesson: school events, concerts, acts of God or extreme emergencies. In the event you have an exceptional reason for missing your lesson, please contact your teacher directly and he/she will provide you with a time if it is possible with his/her schedule.
- Options if you cannot make it in person or if we have inclement weather; online from your home DURING scheduled lesson time, OR, a video exchange, which takes place BEFORE and DURING your child's scheduled lesson time. Please see our [online or video option](#) for what to do if you cannot make it in person.

PAYMENT: We prefer online payments, though accept cash and checks. If you opt not to pay for a semester in full, CMM requires a recurring ACH payment OR a credit card on file. Accounts past due after the 5th of the month will result in lesson termination. *

Initials

PAYMENT SCHEDULE: We have 3 payment options for families. Number 1: Pay annually and receive a 15% discount off tuition and fees, which happens every February. Number 2: Paying by the semester with due dates of August 1 for fall, November 1 for spring and April 1 for summer and receive a 5% discount. Number 3: Monthly installments are due by the 1st of each month, one month in advance. All past due accounts receive a courtesy email before lesson termination occurs. Should something come up where you cannot financially fulfill your commitment to your music lessons, we appreciate and encourage advanced notice and open, ongoing communication with our office. *

Initials

*July 1	Annual Enrollment Fee
August 1	Fall Tuition / Installment 1
September 1	Fall Tuition / Installment 2
October 1	Fall Tuition / Installment 3
*November 1	Fall Tuition / Installment 4

December 1	Spring Tuition / Installment 1
January 1	Spring Tuition / Installment 2
February 1	Spring Tuition / Installment 3
*March 1	Spring Tuition / Installment 4
April 1	Summer Tuition / Installment 1
May 1	Summer Tuition / Installment 2
June 1	Summer Tuition / Installment 3

*Denotes special pay-in-full discounts when tuition is paid in full for the upcoming semester. For detailed billing instructions, and to view your invoices, please log in to your [Studio Helper](#) account.

ANNUAL ENROLLMENT FEE: Your CMM Annual Enrollment fee is collected every July and covers student music bag, binder, assignment sheets, administrative fees, your Studio Helper account with 24-hour access, original, non-copied music (averages \$75/student per year.) Photocopied music is unlawful, even in educational environments.

Monthly Semester Tuition

Tier 1	.30	\$154
Tier 1	.45	\$217
Tier 1	.60	\$298
Tier 2	.30	\$164.75
Tier 2	.45	\$228.25
Tier 2	.60	\$304.75

Summer Tuition

Tier 1	\$470
Tier 2	\$503

LESSON TERMINATION: CMM requires a 30-day notification via email for lesson termination. *

Initials

Name *

First Name

Last Name

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Phone Number *

- Area Code

E-mail *

Signature *