OTTAWA MUSIC ACADEMY
2 Lorry Greenberg Drive
Conroy Mall, Suite 200
Ottawa, Ontario
Tel. / Fax. (613) 739-5757

KANATA MUSIC ACADEMY
701 Eagleson Road
Stonehaven Plaza Units 5
Kanata , Ontario K2M 2G1
Tel. / Fax. (613) 591-8638

APPLICATION FOR ENROLLMENT

Name: _____ ***Birth Date:*** ____ / ____ / ____
M D Y

Address: _____ ***City:*** _____ ***Postal Code:*** _____

Instrument: _____ ***Phone: (H)*** _____ ***(W)*** _____ ***(C)*** _____

Parent's Names: _____ ***Private or Group Lesson?*** _____

Email address: _____

Length of Lesson: (circle) ***30 minutes*** ***45 minutes*** ***60 minutes***

Yearly Payment Mode: (circle) ***Monthly*** ***5 -8 Month*** ***9-10 Month***

Credit Card No.: _____ ***(circle)*** ***Visa*** ***MasterCard*** ***AE***
Expiry Date: _____

How did you find out about us? _____ ***Current Level:*** _____

If your teacher is absent, do you wish to miss the lesson or have a substitute? _____

Are there any medical conditions we should be aware of? _____

_____

Available Day(s)	Available Time(s)

Availability

For Office Use

Lesson Day: _____ Paid Registration? _____

Lesson Time: _____ Paid Lessons? _____

Teacher: _____ Student Card? _____

Teacher Confirmed? _____ Schedule Confirmed? _____

Student Code: _____ Staff: _____

Starting Date? _____ Date: _____

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 June 30th, 2013, 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 proceeding 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: _____