

REGISTRATION FORM

Jake's School of Drums & Percussion

Effective 5/14/07

Choose your Lesson Block preference by checking one of the boxes below:

I. Weekly

- A. Weekly lessons are purchased in a four (4) week block. Payment for each lesson block must be remitted prior to the start of each four (4) week block (see chart below Section D).
- B. An **invoice** specifying the payment due date, five (5) grace day period, and lesson block time frame will be distributed by mail. If payment is *not received* within the five (5) day grace period, a **10% late fee** will be accrued and payment must be remitted by mail or delivered to the mailbox on the Franklin Street side of the property.
- C. Payment due date and amount do not change **unless** specific arrangements have been made in accordance with **Jake's School Attendance Policy, Part V**. If you have any questions or concerns, please do not hesitate call Jake's School.
- D. Rates are as follows:
 - ___ 30 minute lesson = \$25.00
 - ___ 45 minute lesson = \$35.00
 - ___ 60 minute lesson = \$45.00
- E. Check or cash is accepted. Please make checks payable to **Jacob Wiener**.

Example of Four (4) Week Lesson Block

Student	July 5-July 26	Aug. 2- Aug 23	Aug. 30- Sept. 20	Sept. 27- Oct 18
Mike Smith Weekly 30 min. lesson	\$80 Payment due June 29th	\$80 Payment due July 26 st	\$80 Payment due Aug. 23rd	\$80 Payment due Sept. 20th
Student	July 5-July 26	Aug. 2- Aug 23	Aug. 30- Sept. 20	Sept. 27- Oct 18
Megan Smith Weekly 60 min. lesson	\$160 Payment due June 29th	\$160 Payment due July 26th	\$160 Payment due Aug. 23rd	\$160 Payment due Sept. 27th

II. Bi-weekly (every other week)

- A. Bi-weekly lessons are purchased in a four (4) week block (four lessons in eight weeks). Payment for each lesson block must be remitted prior to the start of each four (4) week block (see chart below Section E).
- B. An **invoice** specifying the payment due date, five (5) grace day period, and lesson block time frame will be distributed by mail. If payment is *not received* within the five (5) day grace period, a **10% late fee** will be accrued and payment must be mailed or delivered to the mailbox on the Franklin Street side of the property.
- C. Bi-weekly lessons *must* be scheduled in advance. Rescheduled lessons or make-up lessons must be completed during the **"Off Week"** (see chart below on page 2). Lesson blocks will not be adjusted **unless** specific arrangements have been made in accordance with the **Jake's School Attendance Policy, Part V**.
- D. Rates are as follows:

- ___ 30 minute lesson = \$25.00
- ___ 45 minute lesson = \$35.00
- ___ 60 minute lesson = \$45.00

E. Check or cash is accepted. Please make checks payable to **Jacob Wiener**.

Example of Four (4) Week Bi-Weekly Lesson Block

John Waters July 5 – Aug. 23 Bi-Weekly 30 min. lesson \$80 Payment due June 29	Week 1 Scheduled lesson	Off Week 1	Week 2 Student reschedules	Off Week 2 Rescheduled Lesson given
	Week 3 Scheduled lesson	Off Week 3	Week 4 Scheduled lesson	Off Week 4

III. Short-Term

- A. Designed for students who seek instruction on a temporary basis or by necessity. The scheduling of Short Term lesson is **week only**.
- B. Short-term lessons are purchased in a four (4) week block. Payment must be remitted prior the start of the each four (4) week block.
- C. An invoice stating the specific due date and five day (5) grace period will be distributed by mail. If payment is *not received* within the five (5) day grace period, a 10% late fee will be charged and payment must be mailed or delivered to the mailbox on the Franklin Street side of the property.
- D. At the *beginning* of the **final lesson** of a Short-Term lesson block, the student must inform the instructor with his/her decision to continue or discontinue lessons.
- E. Make-up lessons *must* be completed by the end of the four (4) week lesson block. **No lesson block adjustments will be made** (see Attendance Policy, Part V).
- F. Rates are as follows:
 - ___ 30 minute lesson = \$30.00
 - ___ 45 minute lesson = \$40.00
 - ___ 60 minute lesson = \$50.00
- G. Check or cash is accepted. Please make checks payable to **Jacob Wiener**.

IV. Discontinuation of Lessons

_____ Parent or Guardian Signature

- A. If at any time during a four (4) week block you wish to discontinue lessons, notification must be made one (1) week prior to the scheduled lesson and Jake’s School of Drums & Percussion will refund all fees for the remaining lessons.
- B. If prior notification of discontinuing lessons is not given, it will be treated as an “unexcused absence” and payment will not be refunded. For explanation of “unexcused absence”, see Part III of the **Jake’s School Attendance Policy**.

IV. Agreement

I, _____, agree to the Terms & Conditions of the Jake’s
Parent or Student (if over 18) – Please print
 School of Drums & Percussion Attendance Policy.

Student’s name (Please print)

Signature (Parent or Guardian)

Date

Instructor's signature

Date

