

**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)** \_\_\_\_\_

**Parent's Names:** \_\_\_\_\_ **Private or Group Lesson?** \_\_\_\_\_

**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? \_\_\_\_\_

# 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, 2007, 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 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 has **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.

*Signing this form confirms that you have read, understood and will respect the Policies of the Academy.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_