

Encinitas School of Music Lesson Policy

The following are the policies and provisions for ESoM. **Please read them carefully as they are very important!**

ESoM charges a flat monthly fee. **Payment is due and collected between the 20th and 25th of each month for the following month.** Your Visa or MasterCard is charged automatically or by debiting your bank account directly.

If paying by check, the first and last month of payment is required at time of sign-up.

Monthly tuitions for lessons are \$125.00 per month for 30 minutes per week. By signing below, you authorize ESoM to automatically charge your Visa, MasterCard or debit card for any and all outstanding balances, including but not limited to tuition, recital, retail, rental and late fees.

A late fee of \$15.00 will be automatically added to your account of your tuition is not received by the last day of the month or if your card is declined, so it is vital to inform us of any change to your card, i.e. expiration date.

ESoM requires a 48 hour advance notice to reschedule a lesson. Please call ESoM at 760-943-9480, or email to music@esom.org. If we do not receive proper notification of a schedule change or cancellation within the allotted time, that lesson is forfeited and will not be made up. In the event there are 5 lesson days within a month, the extra day will be used as a makeup for any lesson missed, provided the required 48 hour advance notification is provided. If your instructor cancels for any reason, a substitute instructor will be provided. There are absolutely no refunds or credits.

ESoM recognizes six (6) annual Holidays: New Years (Jan.1), Christmas Day, Thanksgiving Day, July 4th, Memorial Day and Labor Day. The entire school is closed on these Holidays. Lessons that fall on these Holidays are not subject to rescheduling or makeups.

ESoM also reserves the right to cancel lessons due to natural disasters such as floods, earthquake, fire, etc. Lessons missed for these lessons will not be made up.

Should you decide to discontinue lessons, ESoM requires notification in writing a full thirty (30) days in advance. There are absolutely no refunds, credits or exceptions. Once your discontinue notice is received, your final balance charge will be processed immediately.

ESoM reserves the right to use all its students' likeness and/or sound, i.e. pictures, videos, recordings, etc. for all ESoM marketing, promoting and advertising.

By signing below, you are now registered with the Encinitas School of Music and you hereby acknowledge that you have read and you understand the policies as listed above and consent to them.

Student Name	Parent/Guardian(if under18)	SIGNATURE
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Mailing Address (street,city,zip)

Home Phone	Cell Phone(s)	Work Phone
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Credit Card #	Expiration Date	Full Name On Card
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Email Address

OFFICE USE ONLY

Instrument: _____ Day & Time: _____ Instructor: _____ Start Date: _____

Initial Charge: _____ For Dates: _____ Data Entry: _____