

# Encinitas School of Music Lesson Policy

**ESoM charges a flat monthly fee of \$130 per calendar month with a one time \$25 administration fee upon registration. Payment is due and collected between the 23th and 25th of each month in advance for the upcoming month.** Your Visa, MasterCard, American Express or Discover card 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.**

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

## **1. ESoM REQUIRES A 24 HOUR ADVANCE NOTICE TO RESCHEDULE.**

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.

## **2. IN THE EVENT OF 5 LESSON DAYS IN A MONTH, THE EXTRA DAY MAY COUNT AS A MAKEUP,**

provided the required 24 hour advance notification is provided. The makeup may apply to a missed lesson of any month. We provide a maximum of one makeup per month. If your instructor cancels for any reason, the lesson will be rescheduled or a substitute instructor may be provided. *There are absolutely no refunds or credits.*

## **3. ESoM REQUIRES A FULL 30 DAY ADVANCE NOTICE TO DISCONTINUE LESSONS.**

There are absolutely no refunds, credits or exceptions. Once your discontinue notice is received, your final balance due will be processed immediately.

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 may not be 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 may not be subject to makeup.

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 authorize ESoM to automatically charge your account for any and all outstanding balances, including but not limited to tuition, recital, retail, and rental fees.

**You hereby acknowledge that you have read and you understand the policies as listed above and consent to them.**

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Student Name

Parent/Guardian(if under18)

**SIGNATURE**

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Mailing Address (street,city,zip)

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Home Phone

Cell Phone(s)

Work Phone

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Credit Card #

CVC# Exp Date

Full Name On Card

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Email Address

OFFICE USE ONLY

Instrument: \_\_\_\_\_ Instructor: \_\_\_\_\_ Start Date: \_\_\_\_\_ Initial Charge: \_\_\_\_\_

For Dates: \_\_\_\_\_ Data Entry: \_\_\_\_\_