



Student Information

Student's Name: _____

If under 18: Guardian's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Number: _____ Best number to reach you at.

Email Address(Required): _____

Best method of communication for you: phone call _____ text _____ email _____

Student's Birthday: Month: _____ Day: _____

Instrument you are currently taking lesson for: _____

Current Teacher: _____ Current Time Slot: _____

Location: _____ North School (183) _____ South School (Ben White)

- Are you interested in **Summer Rock Camp** for 18 & under? Yes ___ No ___
(We will email you information prior to the summer camp)

How did you hear about us?

- ___ Friend
- ___ Family
- ___ Tv
- ___ Facebook
- ___ Strait Music
- ___ Yelp
- ___ Online search
- ___ Other (please describe) _____



**Congratulations on joining Austin School of Music!
Please review our policies and student commitment
information listed below.**

PAYMENT OPTIONS & POLICIES

- Lessons are paid on a monthly basis and are calculated based on “4” lessons per month. Payment is due on the first day of every month. A late fee of \$5.00 per week will be added to your tuition if amount is not paid in full by the second lesson. ***There will be no refunds.***
- Austin School of Music’s policy is that a \$35 fee will be added to your tuition for any returned Checks (NSF) or reversed credit card charges. In the event that you are having trouble with your payment due date, please contact our office.
- Austin School of Music offers our clients “2” effective and easy ways to make your payment. Both options help us pay our teachers on time and make your payment process effortless.

Please indicate below what payment option you will be using.

____ **EASY PAY OPTION: Credit card on file.**

____ **A.C.H OPTION: Voided check on file.**

____ **PLEASE INITIAL THAT YOU HAVE READ THE ABOVE PAYMENT POLICIES.**

CANCELLATION & MISSED LESSONS

- Missed lesson and other schedule changes must be made with your instructor, so please keep their contact numbers on hand. WE DO NOT PRO-RATE LESSONS, so any lesson you miss you will need to contact your teacher for a make-up.
- A 24 hour notice (Early Cancel) of cancellation before a student’s scheduled lesson is required to be eligible for a make-up lesson. Canceling within the 24 hours (Late Cancel) will not be honored. Only one lesson can be made up per 90 days. If you need our assistance in this matter, please do not hesitate to contact your school and speak to the music director.
- Any time you are discontinuing lessons for a month or more, or cancelling your lessons,

Austin School of Music MUST RECEIVE A WRITTEN 2 WEEK NOTICE TO RELEASE YOU OF YOUR FINANCIAL OBLIGATION.

- Please email notice to { info@austinschoolofmusic.com } or complete a cancellation form in the office - Phone calls or verbal agreements with staff members or teachers will NOT be accepted.

The student is liable for payment of any scheduled lessons for two weeks (14 days) after notice has been given.

____ **PLEASE INITIAL THAT YOU HAVE READ THE CANCELLATION/MISSED LESSON POLICY**

STUDENT NAME: _____ **DATE:** _____