

CALVARY BAPTIST ACADEMY PRIVATE LESSON REGISTRATION

6100 Perrine Rd., Midland, MI 48640 | 989-832-3341
www.cbamidland.org/private-lessons
Music Director: Jeff VanDenBerg | j.vandenberg@cbamidland.org

| INSTRUCTORS |

PIANO DR. DANA EVERSON, MRS. LORI MARTIN
STRINGS MRS. LYDIA JEZOWSKI, MRS. LURINDA FLETCHER
BRASS DR. DANA EVERSON, MR. JEFF VANDENBERG
WOODWINDS DR. DANA EVERSON, MR. JEFF VANDENBERG
VOICE (9TH GRADE + ABOVE) MRS. GLORIA EVERSON

Please fill out one form per student and return to the school office.

| STUDENT INFORMATION |

CHECK HERE IF YOU ARE A: RETURNING Student NEW Student
REGISTERING FOR (check one) 1st Semester AND 2nd Semester 1st Semester Only 2nd Semester Only
BILLED FROM: October through May October through January February through May
Student Name _____ Home Phone () _____
Grade _____ Age _____ Birthday _____
Address _____ City _____ State _____ Zip _____
E-MAIL ADDRESS of Primary Contact (please print clearly) _____
Mother's Name _____ Work Phone _____ Cell Phone _____
Father's Name _____ Work Phone _____ Cell Phone _____

Is the student a beginner? Yes No If not, how many years has the student studied? _____
If student plays another instrument, please list _____ How long studied? _____
Does the student read music? Yes No If yes, how well? A little Pretty well Very well
Does the student play/sing in band/orchestra/choir? Yes No If yes, how long? _____
Are there any personal circumstances of which the teacher should be aware (learning disability, health problems, etc.)? Yes No
If yes, please attach a confidential explanation.

| LESSON INFORMATION |

Instrument/Piano/Voice _____ Instructor Preference (If known) _____
Length of Private Lesson (check one) 30 Minutes 45 Minutes
Preferred Lesson Day _____ Time Available _____ to _____*
Second Choice Lesson Day _____ Time Available _____ to _____*
Third Choice Lesson Day _____ Time Available _____ to _____*

**Example: 3:00 to 6:00 would mean you could start a lesson as early as 3:00 but need to leave the building no later than 6:00.*

Due to teachers' schedules and the demand for lessons, you may be asked to take a second or third choice time. Please include any further information that you wish us to consider when scheduling the lesson.

Returning students are scheduled prior to new students. New students are scheduled on a first-come, first-served basis. We will make every effort to accommodate your lesson time request, but we cannot guarantee an exact match for every student.

IMPORTANT!

PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS SHEET
Incomplete registration forms will be returned without processing.

LESSON POLICIES, FEES, & BILLING

| REQUIRED STUDENT PARTICIPATION | WITH HELP FROM THEIR PARENTS

It is the student's responsibility to remember their lesson time and to bring all their materials to the lesson.

In order to maintain healthy musical growth and achievement, regular practice of assigned lesson material is expected of all students.

A log of daily practice time is recommended for each student.

Students who do not practice on a continuing, regular basis may have to forfeit lessons or be asked to terminate lessons. Students terminated due to lack of practice are still responsible to pay all fees for the entire contract period.

All students should plan to attend the student recitals as scheduled.

| MISSED LESSON POLICY |

1. Due to scheduling constraints, if a student misses a lesson for ANY reason, the teacher is not required to make up that lesson. However, to maintain continuity, most teachers will make a reasonable effort to reschedule the lesson.
2. If a teacher misses a lesson for any reason, it is expected that the teacher will reschedule the lesson at a mutually agreed-upon time.
3. If a student misses a make-up lesson at an agreed-upon time, the lesson is forfeited and will not be rescheduled.
4. If a teacher needs to miss a series of lessons, the teacher will notify students in advance of the absences and the make-up schedule for lessons will be communicated.
 - Occasionally, it is not possible for a teacher to make up all of the lessons that will be missed. In these cases, students are informed of this and are charged for fewer lessons (i.e. 12 instead of the usual 15 in a semester.)
 - If a teacher becomes ill or incapacitated during the semester, another teacher may be assigned to the student.
5. Refunds are NOT given for missed lessons except in the following situations:
 - For documented medical reasons (emergency, serious illness, etc.)
 - Extenuating circumstances (family emergency, moving out of town, weather, etc.)
 - Requests for refunds/withdrawals must be made in writing. Please discuss any such situations with the director.

| IF YOU MUST MISS A LESSON |

If you must miss a lesson, it is expected that you will either contact your teacher directly or leave a message with the CBA office at (989) 832-3341 to let us know in advance that you will not be at your lesson.

| LESSON FEES |

Each lesson is charged at a rate of \$16 per 30-minute lesson and \$20 per 45-minute lesson. Over the duration of the entire school year students can expect to receive 30 lessons resulting in the cost of \$480 for 30-minute lessons and \$600. Over the duration of the entire school year the cost for the 30-minute lesson is \$480 and the 45-minute lesson is \$600. Lessons are also available on a semester basis; costs are shown below.

PER LESSON	LENGTH OF LESSON	PER MONTH	PER SEMESTER	PER YEAR
\$16	30 Minutes	\$60	\$240	\$480
\$20	45 Minutes	\$75	\$300	\$600

A limited number of rentals through the school are available. See the Music Director for details on cost and availability.

| HOW TO MAKE PAYMENTS |

Payments are due by the tenth of each month. Checks to CBA may be dropped off to the school office at Calvary Baptist Church.

| PAST DUE ACCOUNTS |

An account is considered past due after the tenth of the month.

Past due accounts will be assessed a \$25 late fee after the tenth of the month.

If an account is still past due after the tenth, lessons may be suspended until payment arrangements are made with our business office.

Lessons missed due to past due accounts will not be rescheduled.

All fees continue to be due and payable until the end of the contract period.

| BILLING SCHEDULE |

1st Semester Lessons

2nd Semester Lessons

Lessons begin the first full week of school.

October through January

February through May

| AGREEMENT |

Please sign below to insure that your registration will be processed.

I have read the Calvary Baptist Academy lesson policies above and understand the payment requirements and agree to honor them.

Parent/Guardian Signature _____

Date _____

Thank you! We look forward to having your student in private lessons at Calvary Baptist Academy.