



3120 Edmonton Drive Suite 700 Sun Prairie WI 53590

www.sunprairiepiano.com

lanarobotewskyj@gmail.com

608-217-6397

**REGISTRATION FORM** (Circle One): **Fall** **Winter/Spring** **Summer**

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Mom Wk \_\_\_\_\_ Dad Wk \_\_\_\_\_

Billing Address \_\_\_\_\_

EMAIL Address \_\_\_\_\_

Health Conditions? \_\_\_\_\_

Emergency Contact and # \_\_\_\_\_

Date of Enrollment \_\_\_\_\_ Date of First Lesson \_\_\_\_\_ Lesson Day/Time \_\_\_\_\_

Do you wish to be placed on the swap list? Y / N

What type of instrument will be practiced at home? \_\_\_\_\_

**Please read and sign below:**

**I have received a copy of the Melodiya LLC Studio Policy and fully agree to abide by the terms outlined in the policy. Sign \_\_\_\_\_ Date \_\_\_\_\_**

**Piano 30 45 60** \$ \_\_\_\_\_

**Books** \$ \_\_\_\_\_

**Registration Fee** + \$ 25.00/Single—50.00/Family \_\_\_\_\_

**AMOUNT DUE AT ENROLLMENT** \$ \_\_\_\_\_

**Check #** \_\_\_\_\_ **Amount \$** \_\_\_\_\_ **Date** \_\_\_\_\_

# Policy Statement for Melodiya LLC Piano Academy

## **TUITION**

The calendar year is divided into 3 semester sessions: Fall, Spring, and Summer. Tuition is billed on a per semester basis in full before the start of each semester. Families with multiple children may opt to pay in 2 equal installments for that given semester with the understanding of total obligation to pay for the full semester. Families opting to pay in installments will be sent a bill 2 weeks prior to the due date. Summer sessions will be billed in full before the start of the summer session. Extra opportunities available through local music organizations may be charged an additional nominal fee payable to either Melodiya or to the music organization. Upon registration, students are registering to attend the full semester. A 30 day courtesy notice is requested if you are discontinuing for the next semester. This is necessary to maximize opportunities for other piano students. In order to maintain progress, students are highly encouraged to continue through the summer. Students are not guaranteed fall placement if they discontinue for the summer. Melodiya LLC reserves the right to suspend a student from lessons if tuition is not received by the due date. **INITIAL**\_\_\_\_\_

## **LATE PAYMENT FEE/RETURNED CHECK FEE**

A late payment fee of \$5.00 will be charged to the account if tuition is overdue. A \$25.00 return check fee will be charged for all returned checks. **INITIAL**\_\_\_\_\_

## **ABSENCES/MISSED LESSONS**

Tuition reserves a weekly scheduled appointment at Melodiya LLC. Missed lesson times will not be credited, rescheduled or extended. Lessons will be rescheduled if an instructor is unable to teach due to illness or some other extreme, unforeseen circumstance. If a rescheduled lesson is missed, the lesson is forfeited altogether.

**INITIAL**\_\_\_\_\_

## **PROGRESS/PRACTICE**

Progress is dependent on consistent and efficient practice habits at home. Melodiya LLC sets high expectations and recommends all students practice a minimum of 30-45 minutes a day/6-7 days a week. Well-learned practice habits lead to development of facility, musicality, creativity, and accuracy. If there are areas of concern regarding the progress of your child, you will be contacted via email or phone for discussion. If the performance of your child does not improve, an alternate plan for music study will be suggested without resentment or ill feelings towards Melodiya LLC. **INITIAL**\_\_\_\_\_

## **TERMINATION OF LESSONS**

Lessons will be terminated by Melodiya in the event of 1) Irregular attendance, 2) Repeated failure to prepare lesson/practice, or 3) Disruptive behavior. A 30 day probationary period will be granted before Melodiya will terminate lessons. Lessons will be terminated by the studio without a 30 day advance notice for 1) Repeated failure to pay tuition, or 2) Destruction of studio property. **INITIAL**\_\_\_\_\_

## **SWAP LIST**

By request, you may participate in the usage of Melodiya LLC 's Swap List. The Swap List encompasses all students who choose to have their lesson time and day published along with a contact number at which to swap lesson times. The Swap List works very well when conflicts arise with scheduled appointments. I request advance notice of a scheduled swap so that I may plan accordingly. If a student cannot attend a lesson and is unable to arrange a swap, then the lesson is forfeited. **INITIAL**\_\_\_\_\_

# Policy Statement for Melodiya LLC Piano Academy

## **INCLEMENT WEATHER SCHOOL CLOSING**

Official snow cancellation days will be determined by Melodiya LLC. Cancellations will be announced on Melodiya LLC's voice mail and via email, the website, and FB page. If lessons are cancelled due to inclement weather, lessons will be rescheduled, time permitting. If the rescheduled lesson is unattended, it is forfeited. If we cannot come to a mutually agreed reschedule of lesson time, the lesson is forfeited. **INITIAL** \_\_\_\_\_

## **EARLY/LATE ARRIVALS**

Out of concern for the safety and well being of all students taking lessons, it is necessary to adopt the following policy regarding students that are left unattended by parents. **At times, your instructor may have to leave immediately after a lesson is completed, in which case, a student would have to wait outside.** There is no possible way for the instructor to supervise the above situation. **Melodiya LLC disclaims responsibility for any harm or injury incurred in any area outside of the immediate instruction area.** Please do not arrive any sooner than **5** minutes before your scheduled appointment and please be prompt in pick-up of your child after the scheduled lesson. To insure safety of your child, the outside studio door will always be locked. Please ring the outdoor doorbell upon arrived. **INITIAL** \_\_\_\_\_

## **OUTDOOR STREET SHOES**

Please do not wear shoes inside my studio during the winter and weeks of rain/mud. There will be a special designated place for all outdoor shoe wear. Please bring alternate shoes or slippers to wear inside during the weeks of sloppy weather. **INITIAL** \_\_\_\_\_

## **MATERIALS**

All necessary materials will either be purchased by Melodiya LLC and students will be billed accordingly. Prompt payment of musical materials is required upon receipt of purchase. **INITIAL** \_\_\_\_\_

## **SOCIAL MEDIA**

It is customary for student first names and/or images to be used for internal or external communications such as newsletters, brochures, social media, video/photos and advertisement. Melodiya LLC has permission to take photographs/video of student(s) to be used in advertising, to be displayed on the company website, in company social networking sites (ex. FaceBook, Twitter) and any other promotional materials. **INITIAL** \_\_\_\_\_

## **PLEASE SIGN:**

I, \_\_\_\_\_ have read the studio policy and disclaimer of Melodiya LLC and fully agree to abide by the terms outlined above. I also agree that it is my sole responsibility to supervise my child before and after my child's scheduled appointment time with an instructor at Melodiya LLC. I further agree that Melodiya LLC will not suffer any liability for the consequences of my failure to do so.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

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