



# Academy Registration Form

Royal Oak: (403) 374-0833

Email: info@vivamusicastudio.ca

STUDENT'S NAME \_\_\_\_\_ PROGRAM \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ DAY / TIME of CLASS \_\_\_\_\_ / \_\_\_\_\_

SCHOOL CHILD ATTENDS \_\_\_\_\_ GRADE IN SCHOOL (if applicable) \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street/RR#

City/Town

Province

Postal Code

PHONE (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

EMAIL \_\_\_\_\_ INSTRUMENT AT HOME \_\_\_\_\_

*\* By submitting this information, I further agree that my email address will be added to the Viva Musica Studio mailing list and that I will receive the Viva Musica Studio Newsletter as well as additional email notifications from the studio. I understand that my personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and protected by the privacy provisions of FOIP. This information is for use only by Viva Musica Studio Ltd. & MYC and will not be passed to a third party.*

HOW DID YOU HEAR ABOUT US?

( ) brochure ( ) word of mouth ( ) trade show ( ) print ( ) website ( ) other \_\_\_\_\_

IS THERE ANYTHING SPECIAL THAT WE SHOULD KNOW ABOUT YOUR CHILD? \_\_\_\_\_

I have read and understood the policies on the back of this registration form.

Parent Signature \_\_\_\_\_

## OFFICE USE ONLY

### 1. First Payment: (Due upon registration)

Material Fee \_\_\_\_\_

GST of material \_\_\_\_\_

Registration Fee \_\_\_\_\_

Recital & Misc. Fee \_\_\_\_\_ or Pending (Please circle) \_\_\_\_\_

(Due immediately for Group class or due upon completion of One Month Trial lesson for Private Students)

First Month ( \_\_\_\_\_ ) \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Registration & first month fee will be Non-Refundable after June 30, Current Year**

TOTAL \_\_\_\_\_ Cheque # \_\_\_\_\_

### Credit Card

\_\_\_\_\_

exp \_\_\_\_\_ / \_\_\_\_\_

cvc \_\_\_\_\_

x \_\_\_\_\_

### 2. Remaining Payment (choices):

\_\_\_\_\_ Recurring Pre-Authorized Debit ( \_\_\_\_\_ - \_\_\_\_\_; form attached) \_\_\_\_\_ [ ]

\_\_\_\_\_ Full Year (Oct - May) \$ \_\_\_\_\_ post date: Oct 1, Current Year

\_\_\_\_\_ Half Year (Oct - Jan \$ \_\_\_\_\_) post dated: Oct 1, Current Year (Feb - May \$ \_\_\_\_\_) postdated: Feb 1, Next Year

[Cheque # \_\_\_\_\_] or [Credit Card \_\_\_\_\_]

### 3. Due when completed trial and continue registration (Private Students only)

\_\_\_\_\_ Recital & Misc. Fee \_\_\_\_\_ (Payment Date: \_\_\_\_\_)

\_\_\_\_\_ Recurring Pre-Authorized Debit ( \_\_\_\_\_ - \_\_\_\_\_; form attached) \$ \_\_\_\_\_ [ ]

Teacher's Name: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed date: \_\_\_\_\_

Please make cheque payable to **Viva Musica Studio Ltd.**



## Student's Information Sheet

### All Programs

This information sheet is made for your reference. Payment policies, and practice time are listed as follow:

- Lessons fees are expected to be in the form of Pre-Authorized Debit (PAD) per month, for the whole year or in full. **Late payment charges / NSF fees will be applied when payments are rejected or not received after September 1, Current Year. There will be an additional \$20 handling fee applied if you wish to make cash or cheque payment, credit card (\$10+ 4% surcharge) for monthly recurring lesson fees.**
- Please be prepared with necessary lesson materials (music books, practice folder, bag, tin sheet with magnets, etc.)
- Please visit our website at [www.vivamusicastudio.ca](http://www.vivamusicastudio.ca) for updated information.
- We all understand that special events may happen due to special reasons. If you have to miss a lesson, please let us know as soon as possible. We can be reached at my academy at (403) 374-0833 or you can leave us a message on our voice mail or email us at [info@vivamusicastudio.ca](mailto:info@vivamusicastudio.ca) (The best way is to email during non-studio hours.)
- In case of absence:
  - **Group: no make-up will be provided** due to the nature of a group class setting. Please notify us before the lesson and we can arrange **material for student to take home** or to **attend another teacher's class in a pre-arranged time only**. Or, attend the lesson virtually.
  - **Private: 24 hours notice is mandatory** for anyone to cancel a lesson (no exceptions). We can try to schedule a make up lesson later if possible. **A no show to lesson will result in forfeiting lesson fee and no make-up will be provided (regardless of reason).**
- **Private lesson:** we expect to **have 40 lessons in the 10 month school year from Sep – June**. Any remaining lessons unused during the school year should be scheduled for lessons in summer months of July and August. We will NOT carry over lesson remaining to the following school year. Teachers will be expected to rearrange lesson time if teachers cancel. We will only carry up to 8 makeup lessons maximum to summer if students cancel the lessons.
- **Group lesson:** we expect to **have 33 lessons in the 9 month school year from Sept to May**. Teachers may combine lessons if necessary to finish the last class, one week after the recital if necessary. (Parents will be notified during class). Lessons will run until early June due to academy holidays.
- In case of terminating lesson during the school year, **one-month notice and penalty** is required. Students are encouraged to stay throughout the year since the specific time spot is reserved for you. Please contact Ms. Jessica directly if you have any special circumstances.
- By enrolling as a student of Viva Musica Studio, parents have given us the consent to take photo, audio recording, or video recording of classes for teacher training and quality control purposes. Parents will be asked individually if they would like to have photos, audio recording and video recording published for marketing purpose. Parents further agree that their email address on file will be added to the Viva Musica Studio mailing list and will receive the Viva Musica Studio Newsletter as well as additional email notifications from the studio. Parents understand that personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and protected by the privacy provisions of FOIP. This information is for use only by Viva Musica Studio Ltd. & MYC and will not be passed to a third party.
- Please refer to online My Music Staff system for specific lesson date. (All date subject to change)
- Summer Classes are also available upon request
- **Website Login:** [www.vivamusicastudio.ca](http://www.vivamusicastudio.ca) click student portal. Students are able to record their practice log or any notes or concern you have in the practices during the week and teachers are able to see it. Parents are able to see outstanding invoice or account status as well. Account balance, Schedules and Tax receipts can all be accessible using your My Music Staff Portal. All invoices on account are net 7.

Written Homework: **Student should finish all homework before coming to class**

Practice Time: **It is recommended that student should practice at least 5 times a week**

#### Duration of practice time:

Sunshine I	5-10 mins
Sunshine II	10 mins
Sunbeam I	10-15mins
Sunbeam II	15 mins
Sunbeam III	15-20 mins
Moonbeam I	10-15 mins
Moonbeam III	20 mins

**These are the minimum amount. It would be excellent to practice more.**

Please sign and retain a copy as have read the policies listed above.

Student's name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Signature: \_\_\_\_\_