



Euromusic RCM
Teacher #:
26362

Centre for Music Studies

2651 John Street, Unit 8, Markham Tel: 905-946-8040
Email: info@euromusic.ca Website: www.euromusic.ca

Application for Enrolment

New enrollment: Yes No
(please circle)

Student's Name: _____ Sex: F / M
(first name) (last name) (please circle)

Address: _____

City: _____ Province: ON. Postal Code: _____

Date of Birth: _____ Age: _____
(mm/dd/yy)

Telephone: (Home) _____ (Mobile) _____

Parent's E-mail Address: _____ Contact: _____

Student's E-mail Address: _____ Sibling attending _____
(Current or Past)

Sign up for (I) PIANO/VIOLIN: Piano Level: Grade _____

Preferred amount: _____ /30 mins / 45 mins / hr.

Preferred date/time/teacher: _____

(II) THEORY: Please circle the classes, teachers, date, and term:

Classes: Level 5-6 Theory Level 7-8 Theory Level 5-8 Theory
Level 9 History Level 10 History ARCT History
Level 9 Harmony Level 10 Harmony & Counterpoint ARCT Harmony & Counterpoint
ARCT Analysis

Teachers: Richard Tam Tony Chong Reg Miller K.W. Chan Cheryll Chung John Gaspar

Dates: Mon Tue Wed Thu Fri Sat Sun

Term: Winter (May exam) Spring (Aug exam) Summer (Aug exam) Fall (Dec exam)

Your current piano/instrumental teacher: _____
(teacher's name)

Registration Date: _____

Registration Fee: \$15.00 (Registration fee is non-refundable & applies to new students only)

(P.T.O.)

FOR OFFICE USE

Remarks: _____

Lessons: _____ (Private/Group) Rate per lesson/course: _____

Amount Received: \$ _____ + _____ + _____ = _____ (E-transfer/DP/Chq #)
Course Fee R. F. M.F. Total R#

Teacher assigned: _____ Date of Commencement: _____

Student Registration No.: _____

REGISTRATION and EUROMUSIC SCHOOL POLICY
Applicable to enrolment of piano, violin lessons and music theory courses

1. **Registration Form:**
 - a. A complete registration form must be filled out correctly.
 - b. For students under 16, parents or guardian signature is necessary.
 - c. A non-refundable \$15.00 registration fee is applied to new student registration.

2. **Applicable Administrative Fees**
 - a. Late payment fee (after 15th of each month) 2% interest per month charge on past due amount
 - b. Withdrawal fee \$50.00 per student
 - c. Returned cheque charge (NSF, Stopped payment) \$25.00 per cheque
 - d. Re-issue receipt \$25.00 per issue
 - e. Transfer Fee (for theory classes) \$40.00 (after commencement of theory classes)

3. **Withdrawal and Refund:**
 - a. *Withdrawal and Refund request* must be submitted in writing to our office – for piano & violin only.
 - b. A one month's notice must be given to our office prior to termination of lessons.
 - c. No withdrawal fee will be applied to students (piano & violin) who have studied with us for more than one year.
 - d. Allow 3 – 5 weeks for processing.
 - e. For temporary stopped lessons, lesson credits will be kept in account for up to one year, or full refund will be issued for unused lessons.
 - f. There is no refund on the first 3 months as a new student in our school.
 - g. The following rule apply to **theory class students**:
 - ***No refund will be issued on the course and material fees after registration.***

4. **Fee Payment:** TUITION FEE MUST BE PAID 3 MONTHS UP FRONT (PRIVATE LESSONS ONLY)
 - a) E-transfer, personal cheque, or direct payment are acceptable as method of payment.
 - b) A 3% service charge will be applied to Credit Card payments (Visa or MasterCard).
 - c) Make cheque payable to "EUROMUSIC" with student name and subject printed on it.
 - d) A 2% interest charge per month will be applied to past due tuition fees.
 - e) **Postdated cheques are not accepted for enrolment of theory courses.**

5. **Lesson Cancellation: (private lessons only)**
 - a) ***No allowance will be made for lessons missed by students.*** (except for special arrangement due to prolonged illnesses or lengthy vacation*). Students must assume the responsibility of cancelled lessons. Please limit your cancellations to emergencies. A minimum 24-hour notice is required for lesson cancellation; otherwise lesson may be charged at the teacher's discretion.
*Vacations may be requested during the following times:
 - ***March Break (maximum of 1 lesson)***
 - ***Summer Break (maximum of 2 lessons)***
 - ***Winter Break (maximum of 2 lessons)***
 - b) In the event of teacher's absence, future adjustments will be made.
 - c) Time lost as a result of student's lateness will not be made up.

6. **Lesson Cancellation: (theory lessons – online or in class)**

There is no make-up lesson for any missed theory lessons unless the school or instructor cancels the lesson.

7. **RCM Examination Application:** Students/parents are responsible for registering the RCM Examinations by the deadline and paying examination fees.

8. **There is no food allowed in our school area.**

9. **Behavior:** If a student is seen deliberately damaging school property, they will be held responsible for the cost of repair or replacement.

10. **PIPEDA**

Authorization on Personal Information and Protection Electronic Document Act (PIPEDA), would you permit Euromusic to disclose your child's RCM results? **YES / NO** (please circle one)

We thank you for your understanding and cooperation. It is with trust and support that we hope to contribute to the successful musical development of your children.

All the above is understood and agreed to:

Signature of Student/Parent/Guardian

Date