

	Preferred Lesson Day(s)	Preferred Lesson Time(s) Range
1.		
2.		

Lesson Length (choose one):

30 min 45 min 60 min

Name of Current/Requested Private Lesson Instructor (If Applicable) _____

Student Information

Name of Instrument (required) _____ Years of Experience (required) _____

First name _____ Middle name _____ Last name _____

Home address _____ City _____ State _____ Zip _____

Home phone _____ Email address _____

Gender (M/F/Other) _____ Birthdate (MM/DD/YR) ____/____/____ Age ____ Grade in Fall 2017 _____

Name of school (K – 8th) _____ Name of school (High School) _____

Does the student have any medical conditions of which we need to be aware? Yes No

If yes, please explain: _____

Student Ethnicity: African American Latino Asian American Caucasian Native American Other _____

What is your total annual household income?

less than \$9,999 \$10,000 - \$19,999 \$20,000 - \$29,999 \$30,000 - \$39,999 \$40,000 - \$49,999 \$50,000 - \$59,999
 \$60,000 - \$69,999 \$70,000 - \$79,999 \$80,000 - \$89,999 \$90,000-\$99,999 \$100,000-\$124,999 \$125,000-\$149,999
 \$150,000-\$174,999 \$175,000-\$199,999 \$200,000+

How many people are in your household? _____

Parent/Guardian #1 First name _____ Last name _____ Relationship _____

Work phone with extension _____ Cell Phone _____

Employer _____ Occupation / Title _____ Preferred Email contact (required) _____

Parent/Guardian #2 First name _____ Last name _____ Relationship _____

Work phone with extension _____ Cell Phone _____

Employer _____ Occupation / Title _____

Merit School of Music Student Waiver and Enrollment Policy Agreement

In consideration of my (and/or my child's) participation at Merit School of Music, I hereby release and discharge Merit School of Music, and its representatives, successors, and assigns (collectively also referred to as "Merit School of Music"), from any and all liability arising from accident, injury, and illness that I (he/she) may suffer as a result of my (our) participation. I (we) also will follow the rules and regulations set by Merit School of Music and above named parties. Parent or guardian must sign for anyone age 18 and under.

Private Lesson attendance policies: There are no excused absences for private lessons. Students are expected to be present and on time to all lessons and classes. Families are responsible for payment of all lessons whether or not the student is in attendance. Private lesson teachers are not required to reschedule lessons due to student absences or tardiness, however, make-up lessons can be given with instructor discretion. If the student is unable to attend a scheduled lesson, please contact the individual private lesson teacher directly at least 24 hours before a planned absence. If the instructor cancels the lesson or is late, the teacher is responsible for making up that lesson time. Merit may dismiss any student from private lessons with three consecutive absences without notification; who has a pattern of absences; who is consistently tardy; or who fails to adhere to their payment schedule.

I do hereby grant and give these groups the right to use my or my child(s) photograph or image with or without my or my child's name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.

I have read, understand, and agree to fully support all policies and procedures outlined in Merit School of Music Enrollment Policies. Full policy statement is available at www.meritmusic.org.

Signature (required) _____ Date _____

Payment Information

Visa MasterCard American Express

Cash Check / Money Order Please Charge \$30 Registration
 Please Charge \$30 Reg fee plus tuition

Card number _____ Expiration date ____/____/____ CCV Code _____

Name as it appears on the card _____

Duffie A. Adelson Financial Aid Fund

Financial aid is available for qualifying students returning to the Private Lesson program. Students who are new to the Private Lesson program are not eligible to receive financial aid towards lessons for the 2017-2018 Academic Year. To apply for financial aid, please submit a copy of your 2016 1040 tax return via fax to 312-267-4489, by email studentservices@meritmusic.org, or in person at the Front Desk or in the Student Services office. Your general financial aid information will be kept on file for the full academic year. Please contact Student Services for a list of alternative accepted documents. Financial aid is available for qualifying students towards classes or lesson on one instrument at a time. Attendance, effort and previous account history are all taken in to consideration when issuing financial aid awards. Truancy, account arrears, and/or lack of effort may result in forfeiture of financial aid. **Financial aid is extremely limited and offered on a first-come, first-served basis.**

Registration Fee / Tuition Payments

Q: Is there a registration fee?

A: Yes, a registration fee of \$30 per child applies during Academic Year registration. Registration fees are non-refundable. If Merit cancels a program/class the registration fee will be refunded in full.

Q: How do I pay?

A: Payments are accepted by check, money order, credit card (MasterCard, Visa, Discover or American Express) or cash. Payments can be made by mail or in person at the front desk and in Student Services. Credit card payments may also be made by telephone or online.

Q: When are payments due?

A: Registration fees are due in full at the time of registration. Tuition is due prior to program start. Payment plans are available and must be set up at the time of registration.

Private lesson registration fee plus a deposit of the first four lessons are due at registration, prior to start of lessons each semester (academic and summer). Private Lesson billing is done monthly. Failure to pay within the billing schedule may result in program interruption.

Q: What happens if I fail to pay?

A: Applications with unpaid registration or private lesson deposits will not be processed. Accounts that fall into arrears without installment arrangements may be sent to collections. Students' participation will be interrupted if accounts fall behind in payment.

Withdrawals / Refunds

Q: What is the withdrawal procedure?

A: All requests for withdrawal must be received, in writing, by Merit School of Music Student Services office before considered withdrawn. Written request, either by letter or e-mail, should be directed Student Services. Verbal requests or notification of intention to withdraw do not fulfill this requirement. Notifying the teacher does not constitute notice of withdrawal. The effective date of withdrawal is the date that the written notice is received, not the last date of class or private lesson attended. Students receiving financial aid or scholarship forfeit their award upon withdrawal.

Q: What is the refund policy?

A: The refund policy is as follows:

- Students withdrawing more than two days before the first class / lesson will receive a full tuition refund minus the registration fee.
- Private lesson students will be charged for the lessons they take.
- Private lesson billing is completed in equal monthly installments, and the bill payer will be charged for 4 lessons per month, regardless of how many lessons were actually taken.
- Credits and adjustments will be made at the end of the academic year and summer session when attendance is reviewed, barring the need for more immediate adjustments such as an injury or if a family discontinues lessons completely. Students may withdraw from lessons at any time once they have informed both their teacher and Student Services.
- Please allow three to four weeks for processing of refunds.

Disclaimer: If your tuition has been refunded, the amount will be posted as a credit on your account. This credit can be refunded back to you via check or credit card or used for any future enrollments. If your credit is not used within 2 years of your refund date, your credit will be processed as a donation to Merit School of Music.

Cancellations

Classes at Merit School of Music may be cancelled due to insufficient enrollment. If this occurs, the school will make every effort to reschedule the student for another class at a convenient time. If this is not possible, you will receive a full refund including both tuition and registration fees.