



27 CHURCH STREET
STONINGTON | CT 06378
WWW.CALVARYMUSICSCHOOL.ORG

REGISTRATION FORM

Please complete this form and turn it in before the beginning of term. This information is held in confidence when shared with Calvary Music School.

PERSONAL INFORMATION

STUDENTS NAME: _____

STREET ADDRESS: _____

CITY : _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

E-MAIL: _____

DOB: _____

PARENT/LEGAL GUARDIANN1 NAME: _____

STREET ADDRESS: _____

(IF DIFFERENT FROM STUDENT)

CITY : _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

E-MAIL: _____

CMS REGISTRATION FORM

PERSONAL INFORMATION CONTINUED

STUDENTS NAME: _____

PARENT/LEGAL GUARDIAN 2 NAME: _____

STREET ADDRESS: _____

(IF DIFFERENT FROM STUDENT)

CITY: _____

STATE: _____

ZIP: _____

HOME PHONE: _____

CELL PHONE: _____

E-MAIL: _____

EMERGENCY CONTACT INFORMATION (SOMEONE OTHER THAN A PARENT/LEGAL GUARDIAN)

NAME: _____

HOME PHONE: _____

CELL PHONE: _____

E-MAIL: _____

INSTRUMENT STUDENT IS TAKING LESSONS FOR:

PIANO

GUITAR

ORGAN

UKULELE

HARPSICHORD

PERCUSSION

VIOLIN

VOICE

VIOLA

MUSICIANSHIP

TIME AVAILABILITY FOR STUDENT:

WEEKDAYS

MORNING

WEEKENDS

AFTERNOON

EVENING

CMS REGISTRATION FORM

CMS POLICY AGREEMENT:

In registering for instruction, an adult student or parent /guardian is entering into a contract between themselves and Calvary Music School (CMS). All contractual issues should be addressed to the Calvary Music School Administrator, not the instructor. The Administrator can be reached at musicschool@calvarychurchstonington.org or (860) 535-3631.

CALENDAR: Public holidays are observed. New students may enroll at any time during the year.

Private, one-to-one lessons for children and adults are offered at 30 and 60 minutes. There are opportunities to perform in recitals.

COVID-19 PRECAUTIONS/RESTRICTIONS: We here at Calvary Music School put the Health and Safety of you and your family first. We offer lessons via Zoom or In-Person per students request. Zoom meetings are set up by our Administrator and an invite will be sent out to our students via email. In-Person lessons we are taking every precaution - our instructors wear face-masks the entire time and we ask students to wear a face-mask. Hand sanitizer is available and instructors will remain a safe distance.

ATTENDANCE/ABSENCES: Regular attendance is expected. As a courtesy to the instructor, if a student must miss a lesson, he or she must notify the instructor as early as possible. Students taking one-to-one lessons are allowed two excused absences per year. Make-up lessons will be offered at a time mutually agreed upon with the instructor. Excused absences that cannot be made up will be credited to the student's account and will remain valid for one year and are not subject to a refund. After two excused absences per year, all other absences will be "unexcused". Unexcused absences are not subject to make-ups, credits, or refunds. Any missed lessons on the part of the faculty will be made up. Calvary Music School reserves the right to discontinue a student with poor attendance at any time. In case of prolonged illness or injury, CMS should be notified.

CANCELLATION BY THE SCHOOL: If the instructor must cancel a lesson, it will be made up at a mutually convenient time. Lessons cancelled by CMS or the instructor that cannot be made up will be credited to the student's account and remain on account for one year. The credits are not subject to refund.

RELIGIOUS HOLIDAYS: Lessons missed due to the observance of a religious holiday will be made up if CMS is notified at least one week in advance. If CMS is unable to schedule a make-up lesson, it will be credited to the student's account.

TARDINESS: Students who are late for lessons cannot be guaranteed their full lesson time. Instructors will wait for one third of the lesson time before beginning another lesson or leaving. Missed lessons due to faculty lateness will be made up.

PUBLIC HOLIDAYS AND WEATHER CANCELLATIONS: Public holidays are observed by CMS. Weather Cancellations declared by the Stonington Public Schools are observed by CMS. Lessons missed due to official Weather Cancellations will be made up whenever possible. An email will be sent out to all students in the morning if a Weather Cancellation is announced.

WITHDRAWALS FROM CMS: To ensure continuity and musical advancement, students are considered to be enrolled for the entire school year. This reserves the time slot and instructor for them. In the event that a student must discontinue lessons before the end of the year, 10 business days' notice must be submitted to the Administrator in writing at music-school@calvarychurchstonington.org. Notice to the instructor is not sufficient, nor is non-attendance. CMS will refund any unused tuition payments at the end of the semester year, minus a processing fee equivalent to the fee for two lessons. Any make-up lessons that have not been taken prior to the withdrawal are forfeited and non-refundable.

MEDIA RELEASE FORM: Parents or Guardians of students under 18 are requested to fill out and sign the Calvary Music School Picture Release Form which grants the School permission to use images of their child royalty-free in print, audio, or electronic promotion of the school.

SIBLING/SECOND INSTRUMENT DISCOUNT: CMS offers a 10% discount for siblings, or for one student taking lessons on a second instrument. The discount will be taken on the less expensive lesson.

CMS ENROLLMENT REWARD PROGRAM: Students who introduce a new student will receive a discount on their tuition of \$30. The discount will apply only to the first year that the new student is enrolled. This does not apply to siblings.

REGISTRATION AND PAYMENT POLICY:

1. There is a yearly Registration Fee of \$30 per family. A Registration Form should be completed for each student. The Form is available to print and mail, or submit electronically, on the CMS website at www.calvarymusicschool.org.
2. CMS offers two payment options:

- Payment in full online or by check in advance.
- Two installment payments online or by check for 30 minute lessons. First payment is due at the initial registration and the second tuition payment is due at half of the term. Three installment payments online or by check for 60 minute lessons. First payment is due at the initial registration, second payment is due 5 weeks after the start of term and 3rd payment is due 5 weeks before the term ends. Payments not made by the due date will result in a suspension of lessons until payment is made.

*** If a student enrolls later in the term and is set up for the Installment Payment Option, the installment payment is due before the first lesson.*

The amounts are:

30 minute lesson: \$532 full term | \$266 first installment; \$266 second installment

60 minute lesson: \$980 full term | \$327 first installment; \$327 second installment; \$326 third installment

The completed Form(s), Fee, and tuition deposit should be returned to the CMS Administrator: The online registration process will send you an automatic email confirmation. If by snail mail: Calvary Music School, Attn: Adrienne Altobelli, 27 Church Street, Stonington, CT 06378.

3. Once the above are received, a confirmation email will be sent indicating the day and time of the lesson. Every effort will be made to give students their first or second choice of day and time, depending on instructor availability.
4. CMS accepts personal checks and online electronic credit card payment. Online payments are secure, and can be transacted directly on our website. Checks must be made out to Calvary Music School. Please put in subject line the instrument you are registering for.

By signing my name below I am hereby the responsible party and am in agreement with the terms as stated above for the Calvary Music School. I will be held responsible for any financial or legal implications if I break these terms of service.

(PRINT NAME OF STUDENT OR PARENT/LEGAL GUARDIAN)

(SIGNATURE OF STUDENT OR PARENT/LEGAL GUARDIAN)

DATE