

ARTIST Music Academy's calendar includes 45 annual lesson weeks from September 1 through August 31 consisting of three (3) trimesters of 15 lessons each (lesson calendar may be viewed online at [www.artistmusic.org](http://www.artistmusic.org)).

**ANNUAL PLAN**

Annual plan students purchase 12 months of lesson tuition, due in full at the time of registration. If desired, extra lessons—for example, to prepare for an audition—can be arranged at an additional cost. **Payment Options: In Full** (due and payable on the 25<sup>th</sup> of August, in advance of September lessons. Tuition may be pro-rated for students registering after September, in which case payment will be due before the first scheduled class. Payment in full may be made by cash, check, or credit card. Cash and check payments receive a 3% discount. Payments with the ARTIST Music store card receive a 2% discount.) **Payment Plans: Option A:** No-interest program of equal payments divided over 12 months, automatically debited via ACH from checking account on the 25<sup>th</sup> of each month. **Option B:** ARTIST Music Store Card (OAC) through Synchrony Bank (Synchrony Bank is a 3<sup>rd</sup> party not affiliated with ARTIST Music). Ask about available deferred-interest specials.

Initial Here for Annual Plan: \_\_\_\_\_

**MONTHLY AND TRIMESTER PLANS**

Monthly plan students purchase lessons at a flat monthly tuition fee in advance of the lesson month and trimester plan students purchase lessons for the trimester in advance. Monthly tuition fees are based on 15 lessons within a 4-month trimester, which may consist of three (3), four (4), or five (5) lessons per month. 30-day notice is required to discontinue lessons without penalty. **Payment Options: Manual** (Due and payable on the 25<sup>th</sup> of each month, in advance of the month to follow. Payment may be made in person at ARTIST Music by cash, check, or credit card, or mailed to ARTIST Music, PO Box 43072, Baltimore, MD 21236. *Choosing this method requires an initial deposit equal to one month's tuition, due at time of registration.* **Automatic** (Automatically debited via ACH from checking account on the 25<sup>th</sup> of each month by ARTIST. *Tuition deposit waived for those on Automatic Plan.*)

Initial Here for Monthly Plan: \_\_\_\_\_

**INDIVIDUAL LESSONS**

Students may purchase lessons individually in addition to or outside of the annual or monthly plans. Advance payment is required to confirm individual lesson times and assigned teacher in the schedule. At least one lesson per month is required in order to maintain status as a registered student. Re-registration is required after two (2) consecutive months without a scheduled lesson. Rescheduling requires 24-hour notice. **Payment Options: In Full** (Payment is due in full at the time that lessons are scheduled. Accepted forms of payment include cash, check, and credit card.

Initial Here for Individual Plan: \_\_\_\_\_

**RESCHEDULING**

In order for canceled lessons to be made up, ARTIST Music Center's **administrative staff must be notified at least 24 hours in advance** of the lesson to be missed. Notification may be made by phone (410-303-5043), email ([info@artistmusic.org](mailto:info@artistmusic.org)), or in person. **Annual and monthly plans allow 2 cancellations with reschedule from Sep-Dec** ("trimester 1"), **2 cancellations with reschedule from Jan-Apr** ("trimester 2"), and **4 cancellations with reschedule from May-Aug** ("trimester 3"). A voucher for attendance at a group class may be given in lieu of a private lesson. Same-day cancellations or absences by the student **will not** be made up, and **no exceptions** will be made (including illness, weather or traffic conditions, schedule conflicts, or other reasons). **Please note that ARTIST Music Academy does not follow any county, city, or private school closing schedule.** Should teacher illness or other emergency occur, ARTIST Music will attempt to schedule a qualified substitute instructor. Student will only be notified if a substitute is not available, in which case the lesson will be rescheduled. If ARTIST Music is closed due to inclement weather, power outages, or other emergencies, then lessons will be rescheduled with either the primary instructor or a qualified substitute. A student may forfeit an outstanding make-up lesson by declining to schedule it with an available instructor. **Refunds or credits for cancelled lessons will not be given** (see refund policy below).

I understand that rescheduling requires 24-hour notice, and I agree to above policies: \_\_\_\_\_

**TERMINATION**

**Annual Plan** students pre-pay tuition or agree to a payment plan for lessons from September 1–August 31. **Manual Trimester Plan** students pay for the trimester in advance. After the first month of lessons, **all paid tuition is non-refundable**. Early termination by students on the "Option A" payment plan will result in an early termination fee (see list of fees below). Non-payment of monthly ACH dues is an act of default. Non-attendance at lessons is not grounds for default. Within 7 days of default, student will be notified by ARTIST and withdrawn from lessons. Within 45 days of non-payment, outstanding balances, including tuition due, early termination fees, and late fees, will be submitted to a collection agency. By signing this agreement, those tuition payers agree to be responsible for legal and collection fees in the event of default. Students in default may continue lessons only after outstanding balances are resolved.

**Monthly and Trimester Plan** students pre-pay tuition costs for one month or one trimester at a time with the expectation that lessons will continue from month to month. Lesson termination from this plan requires that written notice be given to the administrative staff at least **30 days in advance** of the final lesson day.

**Individual Plan** students may purchase as many individual lessons at a time as desired. For scheduling purposes, ARTIST Music requests that individual plan students notify the administrative staff when discontinuing, however, termination notification is not required. In the event that an individual plan student stops scheduling lessons for a period of two months or more, ARTIST Music will assume discontinuation.

**REFUNDS**

I understand that termination from the monthly plan requires written notice 30 days before final lesson: \_\_\_\_\_

**Registration Fees: NON-REFUNDABLE | Annual Plan**

**Tuition** is refundable under the following conditions: **A.** 95% of total annual tuition costs are refundable if refund is requested before the first scheduled lesson. **B.** 85% of total annual tuition costs are refundable if refund is requested after the date of the first scheduled lesson and before the commencement of the 2<sup>nd</sup> month of instruction. This policy applies even if the student does not attend his/her first scheduled lesson.

\*After the 2<sup>nd</sup> full month of instruction begins, tuition costs are **non-refundable.** \* | **Monthly Plan Tuition: NON-REFUNDABLE | Individual Plan Tuition: NON-REFUNDABLE | Other services and fees: NON-REFUNDABLE**

I understand that, except for annual tuition as described above, tuition & fees are non-refundable: \_\_\_\_\_

**SERVICES & FEES** (Not all will apply to every student)

**Trimester Registration: \$30.** Due at the start of each trimester (all plans). Trimester 2 (winter/spring) and trimester 3 (summer) registration fees are waived for students who are continuing in lessons from the previous trimester. Fall registration is discounted to \$20 for students enrolled in continuous lessons during the previous year. | **Recital Fee: \$15 per student.** See calendar for bi-annual recital dates. Price includes recital participation and 2 tickets for guests. | **Recital Accompanist: \$15 per quarter-hour.** Students requiring an accompanist for their recital piece will be charged a fee per quarter-hour segment of rehearsal time; most students will need 1 to 2 segments. | **Late Payment: \$10.** Monthly tuition is due on the 25<sup>th</sup> of each month for the month to follow. If it is unpaid as of the first day of the month lessons are to occur, a late charge will be assessed, and lessons will be suspended until account is brought current (monthly and annual plans). | **Returned Payment: \$25.** The fee for each returned or refused payment (all plans). | **Termination of Lessons: Monthly Plan: \$30** (Monthly plan manual payers are required to give 30-days advance notice to avoid termination fee; ACH autopay payers must give 25-days notice to stop charges and avoid termination fee). **Annual Plan: \$90-\$240.** "Option A"(ACH) payers who terminate early (before 12-month term concludes) agree to the following fees: Semi-Private 30-min.: \$90; Private 30-min.: \$120; Private 45-min.: \$180; Private 60-min.: \$240. Fees for any plans not listed will be equivalent to one month of lesson tuition.

I accept all fees listed above: \_\_\_\_\_

*ARTIST Music Academy*  
PO Box 43072.  
Baltimore, MD 21236  
[www.artistmusic.org](http://www.artistmusic.org)  
410-303-5043

Family Name: \_\_\_\_\_ Registered by: \_\_\_\_\_  
Enrollment Date: \_\_\_\_\_ Location: \_\_\_\_\_  
1<sup>st</sup> Lesson date/time:\* \_\_\_\_\_ \*May be subject to confirmation  
Referred By: \_\_\_\_\_ Fax: 410-870-1513



# Artist Music Academy

## Registration — New Student

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Parent(s) (if applicable) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Do you accept texts? \_\_\_\_\_

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Instrument/Package: \_\_\_\_\_

Teacher\*: \_\_\_\_\_

**Signature:** \_\_\_\_\_ *This signature constitutes acceptance of and agreement with all attached policies and conditions.*

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Office Use

Lesson Plan: **Annual / Monthly / Individual Lesson**

Annual Registration Fee ..... \$ 30

Tuition [\_\_ Month(s) / \_\_ Lesson(s)] ..... \_\_\_\_\_

Final Month Deposit (monthly manual plan) \_\_\_\_\_

(Other) \_\_\_\_\_

**TOTAL** ..... \$           

### Payment Received

Date 1: \_\_\_\_\_

Amt. 1: \_\_\_\_\_

Form: \_\_\_\_\_

Date 2: \_\_\_\_\_

Amt. 2: \_\_\_\_\_

Form: \_\_\_\_\_