



Northern California Music and Art Culture Center
3936 Geary Blvd., San Francisco, CA 94118 T/F: (415) 751-6222
E-mail: ncmacc@ncmacc.org Website: <https://ncmacc.org>

STUDENT INFORMATION

Name: _____ Birthdate: _____
Address: _____ City: _____ State: _____ Zip: _____
Parent/Guardian: _____ TEL: (H) _____ (C) _____
Email: _____ School Currently Attending: _____

EMERGENCY CONTACTS

1. _____ Relationship _____ TEL: _____
2. _____ Relationship _____ TEL: _____

INSTRUMENT: _____ **LESSON:** 30 mins. _____ 45 mins. _____ 60 mins. _____

CREDIT CARD:

Name on Card: _____ Card#: _____
Expiration Date: _____ Security Code: _____

Office Use Only Entered by: _____ Date: _____ Payment \$ _____ Check# _____ Invoice: _____

NCMACC PAYMENT AND STUDIO AGREEMENT

PAYMENT

1. Registration Fee \$40: One-time fee per new student, non-refundable
2. Prepaid Quarterly Tuition System: Three months tuition will be combined and billed in a single invoice. Thereon, you will be responsible for a quarterly payment. You will be required to pay the quarterly tuition by the end of the first month of the quarter.
3. Penalty: Payments received after the designated due day will be subject to a \$10 late fee.
4. Exceptions:
 - a. Illness or sudden emergency: Students will be allowed up to **4 make up lessons per year** with 24 hours advance notices to the teacher and the NCMACC office.
 - b. Holidays (Students and teachers will be allowed flexibility to arrange lesson schedule)
 - ◆ Center closed days (no make up): President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend(November 27-30)
 - ◆ Summer Period(Center Opened, you may continue or discontinue lessons): July 1 to August 24,
 - ◆ Winter Vacation(Center Closed, no make up): December 23-January 4

WITHDRAWAL

Students must notify the NCMACC office with a written notice **one month prior** to the last lesson. Otherwise, monthly tuition will be charged and no refund will be given.

PHOTO RELEASE

NCMACC photographs students for newsletters, flyers, press kits, etc.

____ Yes, my child's photo may be used. ____ No, my child's photo may not be used.

CONDUCT

1. Parental supervision is required before and after lessons for all students. NCMACC does not assume responsibility for unattended children especially children under 13 years old.
2. Respect belongings and others in the common area. Keep noise to a minimum and return all toys and books to their place.

I agree to the above statements and conditions.

Name: _____ Signature: _____ Date: _____

NCMACC STUDIO POLICY SHEET FOR 2014

STUDIO CALENDAR- YEAR

Lessons will begin on January 3rd, 2014 and go through December 23rd, 2014. No lessons will be provided on the following holidays; President's Day, Memorial Day, Independence Day, Labor Day and Thanksgiving. In addition, the center will be closed in the Summer Vacation period of June 9 through 14 and Winter Vacation period of December 24 through January 4, 2014.

"Please refer to the Studio Calendar"

PRIVATE LESSON TUITION

One-time Registration Fee = \$40

30 minutes Lesson = \$30

45 minutes Lesson = \$45

60 minutes Lesson = \$60

TRY-OUT LESSON

Full lesson payment is due prior to the first lesson. If the payment has not been paid 24 hours prior to the scheduled lesson time, the lesson will be canceled.

Tuition Payment

Monthly tuition will continue for families with special case. These payments are due in advance before the 10th of day of each month.

Three months tuition invoice will be sent from our bookkeeper Jenny by email or mail. Thereon, you will be responsible for a quarterly payment. *You will be required to pay the quarterly tuition by the 30th day of the first month.*

*Books and supplemental materials are a separate charge item, not covered under tuition payment.

*No adjustments to tuition will be made for missed lessons except the Center's closure Dates and Summer & Winter Vacation.

OVERDUE TUITION

If tuition has not been paid after due date, you will accrue a \$10 late fee per month when being remained unpaid.

MISSED LESSONS

1. Any lesson missed by the teacher will be made up. If the teacher must reschedule a lesson, the student should be notified 24 hours in advance. The missed lesson may be made up in several ways:

- (1) Adding additional time to future lessons (i.e. adding 15 min. to the next two lessons)
- (2) Scheduling an hour-long lesson on a future date, or

(3) Rescheduling the lesson for another day and time

2. If the student must miss a lesson, the teacher should be contacted at least 24 hours before the scheduled lesson. With 24 hours advance notice given, the teacher can reschedule 4 lesson for an excused absence by the student per year. Without at least a full day's notice, for any reason, the student will forfeit the lesson. Only illness or family emergencies will be considered excused absences. Other conflicts, such as birthday parties, family vacations, etc., are not considered excused absences and will not be made up. Messages for teachers must be sent directly to the teacher's email by the parent. (Teacher's email address will be given from our office to parents.)

3. Students are expected to be on time for their lessons. Teachers are expected to wait 10 minutes for a student who might be late. If the student arrives LESS than 10 minutes late, they will receive a lesson for the remainder of their time slot (the lesson will still end on time). If a student does not arrive after 10 minutes, the teacher is NOT required to stay any longer to wait. This lesson will be considered a "no-show" and will not be made up.

Summer Period

NCMACC opens regularly in the summer period, and lessons are available during the summer. The summer period runs June 14th – August 23rd. Students are encouraged to utilize the summer time for their continuous learning and progressing. Students may take breaks during the summer period but their regular lesson time cannot be guaranteed after August 23rd.

Summer Policies

NCMACC understands that vacations and other activities may occur during the summer period.

Students who want to take a break for the summer period should inform the instructor of their intent to re-enroll in the fall. Doing so will ensure a lesson spot with the teacher. Returning students should schedule their time starting August 15th and be ready to begin lessons by August 25th.

All other studio policies apply the same unless otherwise noted.

EARLY WITHDRAWAL

Parents must give a notice of withdrawing a student with one month in advance. This will provide time to finish any songs the student was working on.

PRACTICING

Students must practice every day to maintain an acceptable level of the progress. If a student shows continuous unwillingness to practice and is not making acceptable progress, the teacher will discuss the possibility of terminating lessons. However, every effort will be made for a remedy in this situation.

ARRIVING LATE TO A LESSON

Students who arrive late for a lesson will be deprived of the time they missed. Lessons are to be kept on time to avoid conflicts with the next scheduled student. Parents should pick up their children within five (5) minutes after their lesson is over.

PERFORMANCES/RECITALS

There will be one or two recitals per year. The recitals are not optional and the students are expected to attend and perform. Performance anxiety or other issues a student might have are understandable, but will be dealt with on an individual basis. The student will be expected to perform with memorization. Teachers will work with the students to make the experience as comfortable as possible.

MISCELLANEOUS

Piano Students must have an acoustic piano or a full size digital piano on every day. A keyboard is acceptable for primer level students only. After advancing to level 1, keyboards are not recommended for serious study for the piano.

Lesson Notebooks are used to keep the weekly lesson assignment toward the goals to be accomplished. Parents should read the lesson assignment each week to help assist their child(ren) in accomplishing the goals. The lesson Notebooks is available in our office, and Parents can purchase it at \$6.

It is strongly recommended to keep fingernails clipped short because long fingernails interfere with the correct positioning of the hands when playing.

Student Discipline

NCMACC teachers reserve the right to discontinue or terminate lessons for student disciplinary reasons. All students are expected to behave with the highest respect to the NCMACC facilities, teachers, and other students. NCMACC teachers reserve the right to immediately end any lesson due to disciplinary problems of any student. Disciplinary infractions of any kind will be referred first to the parents, and, if continuing, to NCMACC supervisors for disciplinary action. Disciplinary action may involve termination from the NCMACC program.

**** By enrolling your child in our piano lessons, you agree to abide by the NCMACC studio policy.*

I understand that NCMACC teachers are strictly contracted not to solicit parents to arrange outside lesson.

We do reserve the right to make changes to the policy when we see as necessary.

*We will send notification in advance for any changes that might occur. ****

Name : _____ (Print) , Date: _____

Signature: _____