



131 W. 86th Street  
New York NY, 10024  
music@smithschool.org | (212) 879-6354

## SMITH SCHOOL OF MUSIC ENROLLMENT FORM

### STUDENT DETAILS

STUDENT NAME: \_\_\_\_\_

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PARENT/GUARDIAN (*If under 21*): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIMARY PHONE NUMBER: \_\_\_\_\_ PRIMARY EMAIL: \_\_\_\_\_

INSTRUMENT: \_\_\_\_\_

### EMERGENCY CONTACT

EMERGENCY CONTACT NAME: \_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_

PRIMARY PHONE NUMBER: \_\_\_\_\_ PRIMARY EMAIL: \_\_\_\_\_

ADDITIONAL INFORMATION ABOUT THE STUDENT (Known allergies, IEP, ADHD, ADD, etc.):

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Welcome to The Smith School of Music! We offer high quality private and group music lessons on the Upper West Side. Please kindly read this policy. It is designed to create fair use of our time together and can be referenced when questions arise.

## ENROLLMENT

New students may take one complimentary 30-min introductory lesson before committing to weekly lessons. Payment for the entire semester is due at the first lesson. Checks should be made out to 'The Smith School'. If you would like to continue and secure a weekly slot in our teacher's schedule here is what we will need:

1. **A signed copy of The Smith School of Music's Registration form. Signing the form indicates to us that you are familiar with our policies.**
2. **Tuition payment for the current semester. This must be paid in full before the first lesson, otherwise lessons cannot begin. Payments can be made by check or through our website.**

## RATES:

### Summer Lessons 2022

The summer semester will be flexible, allowing time to reunite with friends and family, go on vacation, etc. It will consist of 10 lessons on a set day and time that can be used between June 14th and August 30th. This means that students can maintain progress on their instrument, while enjoying a well deserved break over the summer. Lessons will be in person at The Smith School or online using Zoom. Students may opt for a hybrid system if they are traveling over the break.

No. of Lessons	30 Minutes	45 Minutes	60 Minutes
10	\$475	\$600	\$700

## TUITION

Lessons are based on a **one semester** commitment, which reserves the students an exclusive weekly time slot in our teaching schedule. Lessons will be in person at the Smith School of Music or online using Zoom. Students can choose a hybrid of both options.

## PAYMENT OPTIONS

**Personal check:** Please make a check payable to "The Smith School".

**Cash:** *(please have an exact amount in the envelope with the student's name on it)*

**Online:** Go to our [website](#) to pay securely online using credit or debit card.

## TEACHER COMMUNICATION

It is at the teacher's discretion to give out their contact information. Teachers shall not solicit students for lessons outside of the school's schedule.

## **VOICE, IMAGE & MUSIC RECORDINGS**

You hereby grant permission to The Smith School to use the student's image, voice and sound/music recordings or other works of authorship or creative works in any medium for any purpose, including but not limited to: use on our website, in printed and promotional materials for the school and its students, in photographs and videos or in voice or sound/music recordings in connection with any of the foregoing or otherwise. This permission will remain in effect beyond the time when the student is in attendance at The Smith School of Music.

## **ONLINE LESSONS**

Do not take photos or screenshots of the teacher or take recordings of any kind. These behaviors violate our Acceptable Use Policy and disciplinary action will be taken if necessary. If there is a section of the lesson you would like to record for reference, this must be agreed upon in accordance with your teacher.

## **MISSED LESSONS**

Please notify your teacher in advance of any absence. Students are charged for all lessons, including those missed through student absence/cancellation. Remember, we hold a specific time slot for you to the exclusion of other possible students. The Smith School of Music is under no obligation to give make-up lessons as a result of student absences but may do so if there is cancellation from another student. In the event a teacher misses a lesson, this will be made up at a time convenient to both parties.

## **PARENT OBSERVATION**

Parents are welcome to sit in and observe lessons, although many students prefer parents to be in our waiting area. Please do not leave young children unattended in the waiting area. We are not responsible for watching students beyond their scheduled lesson time. Please respect this policy as we try to make the school environment as safe as possible.

## **TARDY ARRIVAL**

Please arrive on time for your lesson. Students arriving late cannot have their lesson time extended.

## **DISCONTINUATION POLICY**

Students may take a trial lesson to decide whether or not they wish to pursue lessons. There are no refunds once the semester fee is paid.

## **HOLIDAYS, SNOW DAYS & VACATIONS**

Our enrollment is open year long. There will be makeups provided for lessons missed due to a declared weather emergency. The school will contact you via email/text if the lesson will be cancelled. The Smith School of Music does not follow the NYC public school calendar.

## **Summer Semester Schedule: July 13th-September 3rd (Closed July 4th)**

I have read this Agreement and agree to the terms and conditions.

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Parent/Guardian/Student (over 18)

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Signature