



McGaw YMCA

Music Lesson Registration Form

2011-2012

A. Personal and Family Information

Student Name: _____ DOB: _____ Gender: M F
 Address: _____ City: _____ State: _____ Zip: _____
 Parent/Guardian Name: _____ Email: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____
 Parent/Guardian Name: _____ Email: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____

Who may we contact regarding payment and enrollment issues? _____

B. YMCA Membership Status

Student's current membership status: McGaw YMCA Member Member of other YMCA Non-member
(please enclose copy of member card)

C. Lesson Registration

Please check all that apply:

Preferred Instrument *(you may sign up for more than one):* PIANO VOICE GUITAR VIOLIN
 Lesson Day: Monday Tuesday Wednesday Thursday Friday Saturday
 Lesson Length: 15 mins *(\$59.50/\$82.50 per month)* 30 mins *(\$119/\$165)* 45 mins *(\$178.50/\$247.50)* 60 mins *(\$238/\$330)*
 Preferred Lesson Time(s): _____

Are you currently enrolled in Music Lessons at the McGaw YMCA? No Yes *If so, with whom?* _____

Have you had music lessons prior to enrolling in the Music Studio? No Yes

If yes, please explain: _____

D. Payment

(The first month's lesson tuition paid in full is required to register.)

Total amount enclosed: \$ _____

Method of Payment: Check *(Please make checks out to The McGaw YMCA)* Visa MC Discover AMEX

I am applying for a scholarship *(If you wish to apply, please include your most recent federal income tax form)*

Credit Card #: _____ Exp date: _____

Name on CC: _____ Billing Zip: _____

In signing this form, I understand that:

- I must pay the first month's tuition upon registering. The months to follow must be paid by draft on the first of every month. Payments can be drafted from a checking account or credit card (see attached form).
- I must give written notice by the 15th of the month to the Music Program Coordinator or the Program Support Office to cancel out of music lessons.
- My tuition will not be prorated for any absences, illness or vacation.
- Payment for each month's lessons must be made in full by the due date.
- Failure to submit lesson payments on or before the due dates will result in late fees or possible suspension from the Music Program.

Membership waiver, Photography Release and Required Signature

In applying for YMCA membership and/or program participation, I agree to cooperate with others in supporting the YMCA mission goals and objectives and to abide by policies and procedures set forth by the McGaw YMCA Board of Directors. I do hereby agree to hold free from any and all liability the YMCA and its officers, employees, and members and do hereby myself, my heirs, executors and administrators waive, release and forever discharge any and all claims for damages which I may incur, or which hereafter accrue to me, arising out of or connected to my participation in any of the activities of the YMCA. I understand that membership dues are non-refundable and membership privileges may not be transferred from one individual to another. I give permission and consent to the use of any photograph, videotapes or in other media record of my child's participation at the McGaw YMCA for any lawful purpose, without compensation on my behalf. If I choose not to have my child photographed, videotaped or in other recorded media, it is my responsibility to inform the photographer. My signature below authorizes the credit card charges designated above.

I HAVE READ AND UNDERSTOOD THESE REQUIREMENTS AND INSTRUCTIONS

Adult Signature: _____ Date: _____

For office use only

Date _____ Deposit \$ _____ Initials _____ Late start? Y/N If so, amount \$ _____

Payment Requirements, Instructions, and Important Information

Please read prior to registration

Please read the following instructions and policies. Then, fill out the Music Lesson Registration Form and return it with payment to Liz Plemmons, Music Program Coordinator, or the McGaw YMCA Program Support Office.

A. Personal and Family Information

Please fill out student information and (if the student is a minor) parental contact information. Please try to give us as much information as possible, including email information.

B. YMCA Membership Status

Please check whether you are a McGaw YMCA member, a non-member, or a member of another YMCA. If you are a member at a different YMCA, please include a copy of your member card. We will call your YMCA to verify your membership so that you receive the member rate for lessons at the McGaw YMCA.

C. Lesson Registration

Please complete this section indicating:

- What your preferred instrument is (you may also sign up for more than one instrument)
- What day(s) of the week you'd like to have lessons during the year
- The length of lesson you prefer and what time you'd like to have your lesson(s)
- Whether or not you've had previous lessons (on any instrument) and for how long

Liz Plemmons will call to confirm this information and set up lesson times once she has received your registration form.

Please be aware that times are assigned on a first-come-first-served basis and we cannot guarantee the lesson time you choose will be available. However, we'll do our best to accommodate you as much as we can.

D. Registration Payment

In order to sign up for Music Lessons, payment in full for the first month's lessons is required. *Registrations for Music Lessons will not be processed without this payment.*

Other important information and McGaw YMCA Policies

Billing

Your music lesson tuition is based on the length of your lessons and is paid by monthly draft. A draft form is attached. Member/Non-Member tuition for each month is as follows:

<u>Lesson length</u>	<u>Lesson tuition</u>
15 minutes	\$59.50/\$82.50 per month (<i>for children ages 3 ½ to 5 years</i>)
30 minutes	\$119/\$165 per month
45 minutes	\$178.50/\$247.50 per month
60 minutes	\$238/\$330 per month

Tuition payments will be drafted on the 1st of every month. Drafts may come from a checking account or credit card. A \$10 late charge will be assessed for all late payments and all lessons must be paid for **IN FULL** before lesson attendance.

Scholarships

There are limited scholarship funds available to those who qualify. To receive scholarship funds, you or your student must be a member of the McGaw YMCA and meet certain financial requirements. To apply for scholarship, please check the box on the front side of this form and include your most recent income tax form.

Attendance

- **Students are expected to attend ALL lessons scheduled during the month.** Students are allowed 1 make-up lesson per semester. If you and your teacher can't find a time to reschedule your lesson, the lesson is forfeit. *Lesson tuition will not be prorated due to missed lessons.*
- If you must cancel your lesson, **please contact your teacher at least 24 hours in advance.** Lessons cancelled less than 24 hours ahead of time cannot be made up and the lesson is automatically forfeit. There are no exceptions to this rule.
- Lessons cancelled by your teacher will be made up by your teacher at a mutually agreed upon time.
- Lessons scheduled on a Federal holiday (i.e. Labor Day, Thanksgiving Day, etc) will be made up by your teacher at a mutually agreed upon time. If you and your teacher can't find time to reschedule your lesson, the lesson is forfeit.
- Lessons scheduled for Winter Break and Spring Break will be made up during the two weeks before the end of the current school year (usually the end of May and beginning of June). You and your teacher will make these up at mutually agreed upon times. If you and your teacher can't find time to reschedule your lessons, the lessons are forfeit.

Cancellation

Per YMCA policy, students must give written notice by the 15th of the month in order to cancel lessons and to avoid drafting tuition for the next month. Tuition fees will not be prorated.

Questions?

If you have questions about registration for Music Lessons, please call the McGaw YMCA Program Support Office at (847) 475-7400, x236 or Liz Plemmons, Music Program Coordinator at x289. For questions related specifically to Music Lessons, please call Liz Plemmons.



McGaw YMCA Monthly Program Tuition for Music Lessons Checking Account/Credit Card Draft Agreement

This agreement authorizes the McGaw YMCA to charge your bank account or credit card monthly for music lesson tuition. **A voided check or credit card imprint must be attached to this form.**

Child's Name: _____ Program: _____
Parent/Guardian Name: _____
Address: _____ City, State, Zip: _____
Home Phone: _____ Work Phone: _____

Do you need a monthly receipt? Yes No

The McGaw YMCA is a 501(c)(3) charitable organization. Please consider a tax-deductible contribution to support membership for families who cannot afford to pay full price, and check the appropriate box below. Contributions will be processed each month at the same time as your tuition.

- \$5/month (supports one class session for a child)
- \$15/month (supports a youth membership)
- \$30/month (supports two youth memberships)
- \$50/month (supports membership for a single-parent family)
- Other monthly amount: _____
- One-time donation of: _____

FOR CHECKING ACCOUNT DRAFTS

We cannot accept debit cards for bank drafts. To draft from your checking account, please provide a voided check.

Name on account: _____
Bank Name: _____ Account Number: _____

FOR CREDIT CARD DRAFTS

We accept Visa, Mastercard, Discover, and AMEX

Name on card: _____ Visa Mastercard Discover AMEX
Card Number: _____ Exp. Date: _____

I authorize the McGaw YMCA to debit the balance due on my YMCA account from the above listed bank or credit card account on or around the 1st of each month. I understand that bank holidays may delay the draft.

I agree to abide by all policies listed in the parent handbook and on registration forms.

I understand that it is the responsibility of the drafted party to maintain sufficient funds to cover all drafts as well as to inform the McGaw YMCA of any changes in account information. If drafts are refused for any reason, a \$25 fee will be charged and payment by cash or money order must reach the YMCA's registration office within 48 hours of notification. Failure to make this payment will result in discontinuation of services.

I agree to the terms and conditions of the withdrawal of funds from my checking account or credit card as outlined above.

I authorize the McGaw YMCA to draft my checking account or credit card for childcare fees. I understand that this draft will continue until the end of the program or the receipt of my cancellation in writing.

Draftee's Signature: _____ **Date:** _____