



# Sterling Conservatory of Music: Registration

Thank You for your interest in lessons with SCM. Please fill out the form below and review the lesson policy prior to signing.

Student Name(s): \_\_\_\_\_

Previous Experience: \_\_\_\_\_

\_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Best Phone #s to Reach You: \_\_\_\_\_ Emergency Contact #: \_\_\_\_\_

Total Lesson Time per week (e.g., 3 kids @ 30-mins each, put 90-mins): \_\_\_\_\_

Payment Plan (\*Auto Direct Debit, Auto Credit, or Monthly Invoice): \_\_\_\_\_

- *I have reviewed the lesson information and payment policies and wish to enroll in lessons at SCM. I understand my first lesson is a free trial, and I am not obligated to complete registration unless: 1) I agree to officially enroll by paying a one-time, \$75 Registration Fee (per student), and 2) Instructor approves me/my child for lessons. I understand this fee confirms my enrollment, placement with an instructor, and covers materials for my musical education.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Do you authorize us to publish any photographs and/or audio and video recordings of you/your child's performances on our website? YES \_\_\_\_\_ NO \_\_\_\_\_
- How did you hear about us? \_\_\_\_\_

## Sterling Conservatory of Music

10506 Providence Way  
Fairfax, VA 22030  
Tel: 703-261-6698

### Payment Plan Authorization Form: *Auto Credit or Direct Debit\**

You can pay off your balance with a simple automated payment plan. It's easy to set-up, and your payments will take care of themselves. Just complete and sign the form below to get started!

#### Here's How the Payment Plan Works:

We set a mutually agreeable number of payments and a schedule. You authorize the regularly scheduled charges to your checking/savings account or credit card. You will be charged the amount indicated below each billing period. A receipt for each payment will be emailed to you, and if you have opted for Direct Debit, the charge will appear on your bank statement as an "ACH Debit." When the total due is collected, the schedule ends and the authorization is terminated. **You may cancel this agreement at any time by giving 1-months' notice to terminate/suspend lessons.**

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#### Please complete the information below:

Payment Amount: \_\_\_\_\_

Payment Frequency: Monthly

# of Payments: \_\_\_\_

Start Date: \_\_\_\_\_

I \_\_\_\_\_ authorize **Sterling Conservatory of Music** to charge my account indicated  
(full name)

below to discharge the above debt for \_\_\_\_\_, using installment  
(description of goods/services)

payments in the amount and schedule indicated.

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

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

Email \_\_\_\_\_

#### \*Checking/ Savings Account (extra discount)

☐ Checking ☐ Savings

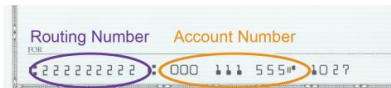
Name on Acct \_\_\_\_\_

Bank Name \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank City/State \_\_\_\_\_



#### Credit Card Payments

☐ Visa

☐ MasterCard

☐ AMEX

☐ Discover

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I understand that this authorization will remain in effect until the debt is fully discharged or I cancel it in writing which ever comes first, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment date falls on a weekend or holiday, I understand that the payment may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that **Sterling Conservatory of Music** may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$20 charge for each attempt returned NSF, which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute **Sterling Conservatory of Music** billing with my bank or credit card company; so long as the transaction corresponds to the terms indicated in this agreement

## School Calendar and Payment Policy

*Our Full Calendar Year is defined as: **September - August***

Students *may enroll any time* throughout the year. We have two programs students may choose from for their budgeting/scheduling needs:

- 1) **\*10 MONTH SCHOOL PLAN:** 10 Tuition Installments or Less (Less, if 1st-time enrollment is in any month after September). Installments end on June 1st, with the option to purchase additional lesson packages or individual Pay as You Go lessons in the Summer months. If a student's allotted lesson numbers have not been completed by the last tuition installment June 1st, lessons remaining will be fulfilled in the Summer months. Everyone goes at a slightly different pace, but most students following a normal school calendar with average vacation time/sick days will complete their tuition-paid lessons around the beginning of June.

\*Recommended for most students, especially if you take vacations or have work-related absences throughout the year. Monthly Commitment; Lessons & Payments can be paused or stopped mid-cycle. (Assumes an average of 3 - 3.5 lessons per month)

**Examples:** Student joining in September, 10 tuition installments, covers 36 lessons/events

Student joining in October, 9 tuition installments, covers 32 lessons/events

Student joining in February, 5 tuition installments, covers 18 lessons/events

- 2) **12 MONTH PLAN:** Tuition Installments active for 12 months starting at any given time. Student joins any month and pays 12 installments towards 45 lessons per calendar year. Recommended for students with optimal attendance and who don't always vacation in the summer. Minimum 12-month Commitment; No Refunds for discontinuing lessons mid-cycle. (Assumes an average of 3.75 lessons per month)
- 3) **CUSTOM PLAN/DROP-INS:** If you have off-peak scheduling availability (mornings, afternoons before 4pm, etc) or a special scheduling request involving less frequent lessons for maximum flexibility, such as bi-weekly lessons or ad hoc lessons, we are open to discussing options for you. Due to high demand, we can't reserve a regular prime-time slot for you (weekday evenings and weekends), but we can look at openings as they arise each week from cancellations/vacations/off-peak hours, etc. How it works: you contact us to schedule a lesson, and we see if we can work out a specific option for a particular date. There's no set commitment — you just pay for that individual lesson at a slightly higher rate than our committed tuition plans. For bi-weekly lessons through tuition plans, contact us.

### Tuition Rate Chart (Basic Course)

<b>Total Lesson Time each Week</b>	<b><i>Credit Card Installments</i></b>	<b><i>ACH Withdrawal Installments</i></b>
60-mins	\$289	\$283
45-mins	\$235	\$229
30-mins	\$181	\$175

For longer lesson times, Intermediate Course, or Artistry Course pricing, please contact us for rates. We offer further discounts for weekly lesson time exceeding 1 hour. Lesson unit rates decrease as more weekly lesson time is purchased. The unit rate will be less for a family or student paying for 90-mins of lesson time than a family or student paying for 30-mins.

### 10 MONTH Enrollment SCHOOL PLAN:

<b>Enrollment Period</b>	<b># of Lessons</b>	<b># of Monthly Payments per year</b>
September	36 per year	10
October	32 per year	9
November	28 per year	8
December	25 per year	7
January	21 per year	6
February	18 per year	5
March	14 per year	4
April	11 per year	3
May	7 per year	2
June	4 per year	1
<b>Summer Flex-Term</b>	No set # (Pay as you go)	Pay as you Go

## Payment Methods and Tuition

Lessons are payable by cash, check, credit card, or automated (preferred) through our *Automated Monthly Payment Plans: please fill out form attached*. Tuition Installments are always due on the 1st of the month. If a payment is more than one week late, a \$20 late fee will be applied to that month's installment. To avoid late fees and putting us in the awkward position of having to nag you for payment (which we definitely don't enjoy), we recommend our secure, automated plans. One-time payments can also be made on our website: **scmusicarts.com** (just look for the Pay for Lessons button). Hand-written Checks should be made out to: **SCM**

- Special Events/Additional Classes & Recitals: We host special events year-round such as Masterclasses, Seminars, and Recitals which may take place in large venues and/or involve Professional Musicians. Depending on the scale of the event, we may charge admission or set a special fee for participation. Participation in these events is optional but encouraged. Students who participate in our twice yearly SCM Studio Recitals or Performance Classes may substitute one of their allotted lessons for the Recital/Class. Audience members are admitted free of charge for SCM Recitals.

**Late Payments:** Students who are *more than 1 week late* in making their payment will automatically be subject to a late fee of \$20. If you are having trouble paying your tuition, please contact us before your scheduled lesson, and we will try to work through a solution. Late fees are added automatically if an invoice is not paid, and we cannot waive any late fees if you fail to inform us of a change in financial circumstances. Our instructors deserve to be paid on time for services rendered and need advanced notice to plan their schedules. We will work with you to keep your placement with an instructor, however, if you are frequently delinquent in making payments, we reserve the right to discontinue lessons with you and offer the lesson time to another client.

## Referrals

Please feel free to give out our details. Refer a friend or someone you know to SCM and receive a free lesson with Ms. Sterling after your acquaintance confirms their enrollment. Limit, two per Calendar Year.

**Summer Flex-Term Information:** Under our 10-Month School Plan, our tuition is based on a specific number of lessons to be completed each year, so we use the Summer months for leftover lessons resulting from cancellations made in advance during the Autumn and Spring. Students who *complete their set number of lessons* covered by their tuition payments may opt to have extra lessons throughout the Summer Term pending on teacher availability and Pay per Lesson or purchase a package of lessons instead of paying a mandatory monthly installment. Please see our *Summer Lessons Pricing Chart* for more info.

### **Cancellation Policy**

Notice of a lesson cancellation must be given 24-hours in advance to the instructor (it's important to *communicate directly with your instructor* since our studio phone/email is not manned at all times); otherwise the lesson will be counted in the payment cycle: no exceptions. Out of respect for everyone's time, we ask that you adhere strictly to our policy. Serious, unforeseen events, including medical or family emergencies will be reviewed on a case-by-case basis.

**Frequent cancellations** (even if made in advance) that go beyond what an instructor may reasonably be able to fulfill will not be tolerated. If a student cancels in advance more than six times per school-year (between Sep - June), the instructor is not obligated to fulfill more than six missed lessons. Instructors may not fulfill more than one makeup lesson per week in any term. Students who try to cram in all their remaining lessons in a 1-2 week period at the end of a term may be subject to lose those credits. No refunds will be offered if a student fails to complete their allotted number of lessons, and if a student is deemed to have an unreasonable amount of cancellations, SCM reserves the right to discontinue lessons with that student. Students facing unexpected circumstances that may affect their ability to continue lessons should notify us immediately. For more information, please see our *Discontinuing Lessons* clause.

*Keep track of your attendance, schedule, and more information through our online platform: **MyMusicStaff.com**. After you enroll with us, you will automatically receive Login information to access our studio software to keep track of your Attendance.*

## **Vacations, Holidays, Inclement Weather (Based on Fairfax County Public Schools)**

Lessons are non-obligatory during Fairfax County Public School Vacations or Public Holidays; lessons may still be offered during vacations and holidays pending on the availability of the instructor and the student, but are not automatically counted in the lesson cycle. When facing inclement weather, we close the studio by default based on decisions from Fairfax County Public Schools. If the road conditions are reasonable, instructors may contact students to offer lessons that day, however, students are not penalized if they do not attend, and the lesson does not need to be made-up. If both parties agree to reschedule a lesson to another date, the rescheduled lesson is simply counted as a normal lesson fulfilled.

## **Lesson Slots/Timing**

Scheduling students is a difficult and compromising task. Though every effort is given to ensure a lesson slot of your choice, it is not always possible to meet your request, and all students are asked to be flexible regarding schedule changes and time preferences so all students can be accommodated. If you are late to a lesson, the instructor is not obligated to makeup the time and will not continue the lesson past the scheduled time slot.

Students may increase or decrease their lesson duration during their studies, schedule permitting. The payment plan will be adjusted accordingly.

## **Discontinuing Lessons**

Lessons may be discontinued at any time throughout the year, with reasonable notice (1-month in advance). We ask for a month's notice as a courtesy for scheduling other students. If you give notice before the 15<sup>th</sup> of the month and your payment was received on time (the 1<sup>st</sup> of the month), lessons will terminate at the end of that same month and the payment schedule will be terminated. If you give notice after the 15<sup>th</sup> of the month, your lesson payment for the following month will still be scheduled, and your lessons and payment plan will terminate at the end of that following month. The instructor is not obligated to fulfill any excess of previously missed lessons if you terminate lessons mid-year. If you are terminating lessons, that also means your tuition installments will be terminated as well, so we add up how many installments you've paid up to that point and match the number of lessons a student should receive with that many installments. If we still owe you lessons, then you can bet those lessons will be fulfilled until you receive exactly what you paid for. Your satisfaction is important, and feedback is highly valued. Any concerns will be addressed with priority, sincerity, and confidentiality. Likewise, SCM expects a respectful relationship from students and may discontinue lessons with students who exhibit frequent behavioral issues or scheduling inconsistencies.

## **Performances and Competitions**

SCM Recitals are offered a minimum of twice a year and are open to the public. Recitals count as a Lesson fulfilled, so any student performing in a recital will have their participation applied towards the lesson cycle count. (A student enrolled from September receives 36 lessons per year (on the 10-month plan); if that student opts to perform in 1 recital, the recital counts as 1 lesson). Recitals are non-ticketed events and there is no fee for audience members to attend. For additional opportunities, the instructor works in conjunction with Outreach programs to organize student performances in the community.

Adult students who choose not to perform in public have the opportunity to attend an organized Performance Class for a more informal, interactive experience with like-minded students.

Gifted and motivated students may participate in competitions, or judged recitals, based on the instructor's recommendation. Any festivals, competitions, and/or recitals hosted by outside member associations may require a fee payable to that particular association. SCM does not set the fees for 'outside' events, so please ask the instructor for more information. We are members of MTNA, VMTA, NVMTA, FLMF, and the Society for Music Perception and Cognition.