



**Centre for Music Studies**

RCM # \_\_\_\_\_

**Application for Enrolment**

Euromusic **Registered / New** Student

Student's Name: \_\_\_\_\_ Sex: F / M  
(first name) (last name) (please circle)

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

City: \_\_\_\_\_ Province: ON. Postal Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
(mm/dd/yy)

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Parent's Office Phone No.: \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Sibling attending \_\_\_\_\_  
(Current or Past)

Day School Attending: \_\_\_\_\_ School Grade: \_\_\_\_\_

- Please note:**
- (i) **Payment by Cash, Cheque or Direct Payment only.**  
(\$25.- will be charged on returned cheque or stopped payment)  
**5% additional charge on credit card payment.**
  - (ii) **Piano tuition fee must be paid 3 months up front (postdated cheques).**
  - (iii) **2% interest per month will be added to past due amount.**

Sign up for **(I) PIANO/GUITAR/VIOLIN** : Piano Level: Grade \_\_\_\_\_

Preferred amount: \$ \_\_\_\_\_ /30 mins / 45 mins / hr.

Preferred date/time/teacher: \_\_\_\_\_

**(II) THEORY** \_\_\_\_\_ **Teacher:** \_\_\_\_\_  
(Name of course)

Date/Time: \_\_\_\_\_

Your current piano/instrumental teacher: \_\_\_\_\_  
(teacher's name)

Registration Date: \_\_\_\_\_

Registration Fee: \$25.00 (Registration fee is non-refundable & applies to new students only) **(P.T.O.)**

**FOR OFFICE USE**

**Remarks:** \_\_\_\_\_

Lessons: \_\_\_\_\_ (Private/Group) Rate per lesson/course: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ (Cash/Interact/Cheque # )  
Course Fee R. F. M.F. Total R# \_\_\_\_\_

Teacher assigned: \_\_\_\_\_ Date of Commencement: \_\_\_\_\_

Student Registration No.: \_\_\_\_\_

## REGISTRATION POLICY

Applicable to enrolment of piano, guitar, violin lessons and music theory courses

1. **Registration Form:**
  - a. A complete registration form must be filled out correctly.
  - b. For students under 15, parents or guardian signature is necessary.
  - c. A non-refundable \$25.00 registration fee is applied to new student registration.
  - d. Siblings of Euromusic students will receive a \$10.00 registration discount when enrolling with us.
2. **Applicable Administrative Fees**
  - a. Late payment fee (after 15<sup>th</sup> of each month) 2% interest per month charge on past due amount
  - b. Withdrawal fee \$50.00 per student
  - c. Returned cheque charge (NSF, Stopped payment) \$25.00 per cheque
  - d. Re-issue receipt \$25.00 per issue
  - e. Transfer Fee (for theory classes) \$40.00 (after commencement of theory classes)
3. **Withdrawal and Refund:**
  - a. *Withdrawal and Refund request* must be submitted in writing to our office.
  - b. A one month's notice must be given to our office prior to termination of lessons.
  - c. No withdrawal fee will be applied to students (piano, guitar & violin) who have studied with us for more than one year.
  - d. Allow 3 – 5 weeks for processing.
  - e. The following rules apply to **theory class students**:
    - **Withdraw before the first scheduled class** - \$50.00 withdrawal fee will be deducted.
    - **Withdraw before the fourth scheduled class** - \$50.00 withdrawal fee plus number of sessions attended will be charged. .
    - **No refund will be made after more than three scheduled classes have been attended.**
    - **No refund will be issued on material fees after classes have started.**
4. **Bonus Programme for Theory Students:**

If your first RCM written examination is unsuccessful, you may qualify for a one-time free\* course under the following stipulations:

  - a. Only when a vacancy in that class is available.
  - b. You must study under the same teacher within one year.
  - c. You must have completed all required assignment and homework in the previous term.
  - d. You must not have missed more than 2 lessons in the previous term.
  - e. \*Only the course fee is waived. You must pay the material fee again for that particular subject.
5. **Fee Payment:**
  - a) Personal cheque, cash or direct payment are acceptable as method of payment.
  - b) A 5% service charge will be applied to Credit Card payments.
  - c) Make cheque payable to "EUROMUSIC" with student name and subject printed on it.
  - d) A 2% interest charge per month will be applied to past due tuition fees.
  - e) **Postdated cheques are not accepted for enrolment of theory courses.**
6. **Examination Application:** Our Euromusic Teacher's Number is **26362**
  - a. *On line:* - Piano candidates may choose their own date and time and may change their schedule as availability permits up to the application deadline. Examination timeslots are available on a first-come-first-serve basis.
  - b. *By Fax or Mail:* - Paper handling fee will be charged by RCME.
7. **Lesson Cancellation: (private lessons only)**

It is our primary goal to provide students with music education of the highest level we can offer, and to give parents a sense of satisfaction that meets their expectations. In order to better utilize our resources to serve the motivated and committed and maintain the high standards of music education you have come to expect, we ask you to observe the following terms of our studio policy:-

  - a) **No allowance will be made for lessons missed by students.** (except for special arrangement due to prolonged illnesses or lengthy vacation). Students must assume the responsibility of cancelled lessons. Please limit your cancellations to emergencies. A minimum 24-hour notice is required for lesson cancellation; otherwise lesson may be charged at the teacher's discretion.
  - b) In the event of teacher's absence, future adjustments will be made.
  - c) Time lost as a result of student's lateness will not be made up.
8. **PIPEDA**

Authorization on Personal Information and Protection Electronic Document Act (PIPEDA), would you permit Euromusic to disclose your child's RCM results? **YES / NO** (please circle one)

We thank you for your understanding and cooperation. It is with trust and support that we hope to contribute to the successful musical development of your children.

All the above is understood and agreed to:

\_\_\_\_\_  
Signature of Student/Parent/Guardian

\_\_\_\_\_  
Date