

LA HABRA & CORONA MUSIC CENTER

La Habra Music Center
1885 W La Habra Blvd
La Habra, CA, 90631
562-694-4891
www.lahabramusiclessons.com

Corona Music Center
1275 Magnolia Ave Suite 103,
Corona, CA, 92879
951-898-2630
www.musiclessonsincorona.com

Enrollment Form

How did you hear about LHMC/CMC? _____

Students Name: _____ Date: _____

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____

Email Address: _____

Students Birthdate: _____ Lesson Type: _____

Teacher: _____ Day: _____ Time: _____

School: La Habra Music School Corona Music School

Emergency Contact Information

Name: _____ Relationship: _____

Cell Phone: _____

For Staff Only

Account # _____ Staff Name: _____

Checked and Entered by: _____

Store Copy

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AUTHORIZATION AGREEMENT FOR ACH PAYMENTS

(I/We) do hereby authorize LA HABRA MUSIC CENTER, LLC, hereinafter named the COMPANY, to initiate recurring (debit or credit) entries to (my/our) (Credit Card Account) as indicated and named below as the depository financial institutions, hereafter named FINANCIAL INSTITUTIONS. (I/We) acknowledge that origination of ACH transactions to (my/our) account must comply with the provisions of U.S. law. Furthermore, if any such debit(s) should be returned NSF, (I/We) authorize the COMPANY to collect such debit(s) by electronic debit and subsequently collect a returned debit NSF fee of \$25.00 per item by electronic debit from my account identified below, and authorize all of the above evidenced by my signature below. Payments (tuition) are withdrawn on or about the 25th of each month to be applied to the upcoming month.

Registration fee: \$35 First month's tuition: _____

Total first months charge: _____ Today's Date: _____

Initials approving charges: _____

Continuous payments start date: _____ Payment amount _____ (monthly)

Payments are recurring and are deducted on the 25th of each month until a withdrawal form is submitted to the La Habra Music Center Front Desk. *Tuition is subject to change

Credit or Debit Card: MC _____ Visa _____ AMEX _____ DISCOVER _____

Name of cardholder: _____

Credit/Debit Card Number: _____

EXP DATE: _____ CVV CODE: _____ ZIP _____

This authorization is to remain in full force and effect until the COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the COMPANY and FINANCIAL INSTITUTIONS a reasonable opportunity to act on it.

POLICIES, PAYMENT AUTHORIZATION WAIVER (Sign after reading policies, payment authorization waivers)

I have read and understand the LHMC policies and procedures, payment authorization agreement, injury and vehicle waiver and agree to abide by them.

Student Name (Please Print)

Signature of parent/guardian or adult student

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POLICIES AND PROCEDURES

REGISTRATION AND ADMINISTRATION FEE

A non-refundable fee of \$35 per student is due upon the completion of registration. The admin fee of \$35 is due the following year(s) in January. In the event that the student withdraws, and then returns the registration fee must be paid again. **Fee is subject to change.*

TUITION

All Payments are processed by pre-authorized credit/debit card on or around the 25th of the month for the following month of lessons. Private lessons are \$_____ per month for weekly 30-minute sessions. (Tandem/Group/Floating lessons subject to different tuition rate). Tuition is never prorated for missed lessons. Tuition does not include any retail teaching materials such as books, accessories, or instruments. **Tuition is subject to change.* Initial _____

CANCELLATIONS AND MAKE UPS

For any lessons missed by a teacher, La Habra Music will attempt to provide a substitute teacher. If a substitute teacher is unavailable, a private makeup lesson with the teacher will be scheduled promptly. LHMC/CMC will offer 6 make up lessons within a 12-month period, 24 hours' notice must be given to the front desk before and the makeup must be promptly scheduled. There are no make ups for no call/no shows. If the student does not attend the scheduled make up lessons, then the makeup lesson is forfeited. Make ups may vary depending on the teacher's availability, and schedule. No proration of refunds for any missed lessons. Initial _____

DISCONTINUING LESSONS

To discontinue lessons and to discontinue charges to your account, Student, Parent, or Guardian must fill out the withdrawal form before the 15th of your last month. We do not prorate or refund tuition for the last month's lessons. Students will be responsible for their last month's tuition whether they attend lessons or not. Withdrawal form must be given to front desk, and not teacher. Initial _____

***All communications regarding lessons must be through the front desk exclusively.**

AVERAGE OF FOUR LESSONS PER MONTH

Monthly tuition is based on a 50-week year. We are closed 2 weeks out of the year for Christmas and Spring Break, and major holidays i.e. Thanksgiving and Independence Day. In the long months, you will get five lessons, short months such as November and December, you will get three lessons, but most months you will get four lessons. The tuition is the SAME each month; i.e. we don't charge you more when you have five lessons, and we don't charge you less when you have three lessons in a month. **please see our school calendar for important dates.* Initial _____

SUMMER VACATION

LHMC operates year-round and does not close for the summer. If you are taking a month off for vacation and want to resume the next month, your payment is still due on the 25th of the month to reserve your lessons space and time. A special summer program will be available. See staff for details. Initial_____

OPEN DOOR POLICY

Parents are always allowed to sit in on lessons. We have an open-door policy for lessons. Initial_____

INJURIES

Parents, legal guardians of minors, students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or any other activity conducted by students or their siblings before, during, or after lesson time, including hearing loss or damage. La Habra Music Center is not responsible for any damage done to vehicles or items stolen from vehicles. Initial_____

PARENT AND STUDENT ADULT RESPONSIBILITY

It is the responsibility of the parent or legal guardians of underage students to be aware of all school activities, recitals, extra classes, dates and times of school openings and closings. The school will post such notices on the bulletin board, on the websites, through special emailing, Remind texts, and handouts. Parents and adult students must inform the school office staff of any changes to their email, address, phone, and credit/debit card information. All communication must be directly made through LHMC/CMC and not the teachers. ***Please do not give teachers your contact info.***

CARE OF STUDENTS

The school is not responsible for providing before or after care for students. Parents with children under the age of eight must remain in the school lobby during classes. Students are not to be left at the school for excessive time periods before or after their lessons. Children must wait for their parents to pick them up inside La Habra Music Center. Please do not ask them to meet you elsewhere. LHMC/CMC assumes no responsibility for children who leave unaccompanied.

*On the electronic payment authorization form, sign that you have read, understand, and agree to abide by these policies.

SCHOOL TEACHER SERVICE

La Habra and Corona Music Centers are providing a service to the teachers at the school facilities concerning this agreement.

Student/Parent or Guardian Signature

Date

Account#_____

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Image and Video/Audio Recording

At La Habra and Corona Music Center we host a biannual recital, as well as a student appreciation week that is very popular with our parents. We digitally record and photograph the recitals. In our monthly newsletter we feature students of the month, digitally record performances for our YouTube, Facebook, and our website.

If you would like for your or your child to participate in student of the month, recitals, and our newsletter, please sign this image and video/audio recording waiver.

I _____ give permission for the image, audio, and or video recording

of _____, to be used by La Habra Music Center Co. inc.

(Parent/Guardians Signature)

(Today's Date)

Account# _____

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WITHDRAWAL FORM

To discontinue lessons and to discontinue charges to your debit/credit account, fill out this withdrawal form before the 15th of your last month. We do not prorate tuition for the last month's lessons. Students will be responsible for their last month's tuition whether or not they attend lessons.

No refunds are given for student missing their last month. No exceptions will be made for moving, relocating, illness, etc.

I _____ have been made aware and agree that I
(Student/Parent or Guardian)
must fill out this form by the 15th of my last month to have my charges at La Habra Music Center/Corona Music Centers discontinued.

By signing this form, I agree and understand that lessons are month to month, but I must let La Habra Music Center know by the 15th of my last month. No exceptions will be made for me and no refunds will be given to me for this policy.

Write the date of the last lesson you will attend: _____

Student Name(s): _____ Account#: _____

Teacher: _____ Day: _____ Time: _____

School: La Habra Music School Corona Music School

Please give the reason for withdrawing: _____

Signature _____ Today's Date: _____

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Sign up for important updates On Remind

Receive important messages from us via text or push notifications from the Remind app! See list below and sign up with your teacher! Or stop by the front counter and we'll sign you up!

LA HABRA REMIND

Billy @LHBILLYR
Casey @LHCASEY
Chris @LHCMEE
Marlon @LHCMEE
Ethan @LHCMEE
Enoch @LHCMEE
John @LHJOHNW

Grace @LHGRACE
John P. @LHJOHNP
Liesl @LHPIANOLK
Kirk @LHPIANOLK
Rene @LHRENE
Sal @LHSALV

You can also text to sign up! Just teachers code to number 81010
For Example, text @billyst to 81010 or you can text 775-473-2430 if you're having trouble. Just remember to add @ before your teacher's code. The teacher code is after the backslash above.

School Calendar 2020

March/April

La Habra Music Closed for Spring
Break March 23rd thru March 28th

Corona Music Closed March 30th
thru April 4th

May

May 25th Close for Memorial Day

June

Summer Recital's TBA

July

July 4th Closed for Independence
Day

September

September 7th Closed for Labor
Day

November

November 26th thru November
28th Closed for Thanksgiving

December

December 21st 2020 thru January
2nd 2021