





**Renaissance School of Music**  
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# Terms & Conditions

## Fall/Winter 2009

September 8, 2009 – June 26, 2010

### Terms & Conditions

Welcome to the Renaissance School of Music. Our belief is that anyone can learn to enjoy playing music. We hope that you have fun and that your experiences here are both educational and enriching. Please read the Terms and Conditions of the Renaissance School of Music below and feel free to contact us if you have any further questions.

#### Lesson Payment

All lessons must be pre-paid at the time of registration. Students will not be registered into a time slot until payment is received with completed registration form.

Lump-sum payment may be made by cash, cheque, VISA, MasterCard, or American Express. Monthly payments must be in the form of post-dated cheques (dated to the first of the month and submitted at time of registration) or by automatic credit card billing. There is a \$10 non-refundable registration fee charged when signing up for lessons.

All account holders at Renaissance are required to have a credit card on file with the School of Music. This credit card number will only be charged if the regular month's payment has not been received within 30 days. Overdue payment may be subject to a late fee.

Credit Card Information	
Cardholder Name: _____	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Card Number: _____	Expiry Date: ____ / ____   CVN: ____

#### Student Absences

When a student signs up for lessons, they are registering for a specific time slot. This time slot is reserved specifically for the student and the teacher must be paid for their time, so all lessons must be paid for (including when the student is absent). Lessons missed due to student absences will not be re-scheduled or credited.

#### Teacher Absences

In the event of a teacher absence, every effort will be made to inform the student as early as possible. Please provide the School of Music with your daytime and evening contact numbers, so that we can reach you in case of a last-minute cancellation. If your teacher is unable to make up the missed lesson, you will receive a credit at the end of the semester.

#### Duration of Lessons & Tardiness

Each half-hour lesson allows for the exchange of pleasantries and turnaround time for the teacher. We guarantee students twenty-five minutes of dedicated instruction per half hour lesson. Students who arrive late for a lesson cannot be given their full lesson time and teachers will only wait for one third of the lesson before they are free to move on to another lesson or leave the premises.

#### Discontinuing Lessons

To stop your lessons before the end of the term, you must notify the Director of the School of Music. Non-attendance at lessons does not constitute withdrawal, and informing your teacher is not considered sufficient notice. There will be a three (3)-lesson penalty fee charged for leaving the term early, but the remaining lessons will be refunded, in the form of either an account credit or a cheque. Students may opt to take the three lessons once they notify the School of their intention to discontinue lessons, in lieu of the penalty fee.

**By signing this document, I confirm that I have read and understood the Terms and Conditions listed above and that I intend to register for lessons at the Renaissance School of Music. I understand that tuition and fees for lessons must be paid by lump-sum payment, monthly post-dated cheques or preauthorized monthly credit card payment. I also understand that all lessons must be paid for whether taken or missed, and that a three (3)-lesson penalty fee will be charged should I decide to discontinue lessons before the end of the term.**

Check this box if you would like to pay by monthly automatic credit card payment. Your signature authorizes the Renaissance School of Music to charge your credit card each month.

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