



**2009/2010 Private Students
REGISTRATION AND PAYMENT
POLICIES and PROCEDURES
WWW.MUSICBYSIMPLEGIFTS.COM**

Instrument(s) _____
Time of Lesson _____
Registration _____

REGISTRATION: Simple Gifts Corporation (SGC) Music Year is from September to April with a possible summer session. Students may register for lessons beginning in July. One enrollment application must be completed for each student.

REGISTRATION FEE: There is a \$30 annual non-refundable registration fee for each student. This fee is due at the time of registration with a completed registration form for each new and returning student.

LESSON FEES: Each 30 minutes lesson is \$10. Fees must be paid before or immediately after a student is admitted to a lesson. Payment may be made by check or money order in person, by mail, or online. We prefer lessons to be paid by the month, but you can pay per lesson. All checks/money orders are to be made out to Simple Gifts Corporation. We prefer not to take cash.

MISSED LESSONS AND MAKEUP LESSONS: Missed individual lessons, as a courtesy, please notify SGC in advance of any absence by calling (843) 767-1251 or (043) 607-7228. Leave a message if no answer. A 48 hour notice will allow us to inform the instructor, otherwise you are not exempt from payment of that lesson. In the event the instructor is absent due to illness or otherwise unable to attend a lesson, SGC reserves the right to provide a substitute instructor.

DROP OFF AND PICK UP: Students are expected to be dropped off and picked up no more than 10 minutes prior to or after their scheduled lesson.

PARENTS RESPONSIBILITY TO BE AWARE OF DATES AND EVENTS: It is the responsibility of the parent or adult student to be aware of the school activities such as recitals, dates, and times of lessons. SGC will post notices on line, as well as, providing an annual music and events calendar to all students. Posting will also be available through the use of e-mail groups. It is also the responsibility of the parent or adult student to inform SGC of any address, telephone and/or e-mail changes.

NONDISCRIMINATORY POLICY: SGC's Music Program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school administered programs.

MUSIC & MATERIALS: It is the responsibility of the parent to purchase all music and materials for the student as deemed necessary by SGC.

INSTRUMENT: Before registering with SGC each student must possess his/her instrument, either by ownership or rental through SGC(3 month policy) or other company.

INJURIES: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on SGC property resulting from normal lesson activity conducted by the students before, during or after lesson time.

PHOTO RELEASE: SGC is hereby granted to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials that is created for the purpose of promoting this program.

I have read and understood the above policies and agree to abide by them.

Student Name (Please print) _____

Parent or Guardian (Please print) _____

Street Address _____

City State Zip code

Phone Number Cell

Phone Number Cell

E-mail Address (PLEASE print clearly) _____

E-mail Address (PLEASE print clearly) _____

Signature of Parent/Guardian

SGC use only

Date