

BOSSE SCHOOL OF MUSIC ENROLLMENT POLICY

FOR SAFETY PURPOSES, ALL CONTACT FIELDS ARE REQUIRED

Student Last Name: _____ First Name _____ Age: _____ DOB _____

Parent(s) Name: _____ REQUIRED Email: _____

Address: _____ City: _____ Zip: _____

Home Telephone Number: _____ Cell Number: _____ Instrument(s): _____

BSM Instructor/Class: Select Applicable: _____ Private Lesson _____ Ensemble _____ Technology Course _____ Summer Program

How did you hear about us? _____ Were you referred? If so, please name: _____

Private Lesson Policy

- Private music lessons are booked in a minimum of four-week increments. Lessons are to be **paid for one week in advance**, by cash, check, or charge in-person, via credit card phone payment. **You may also elect to have BSM debit your payments automatically on monthly due date.** Reminder invoices will be emailed before the start of each 4-week session. Your lesson time has been reserved especially for you. It is your standing weekly appointment, and must be paid for regardless of your presence. Technology students enrolling in a 9 or 12 week course will be charged one-time on or before the 1st visit.
- If a student cancels, notice must be given to our office via email or phone **by 6pm the evening** prior to your lesson, in order to reschedule. Students are entitled to **four** make-up lessons per year for absences w/ proper notice. The make-up lesson must be **rescheduled** and taken in addition to your regular lesson. It will not replace your standing appointment. **1 make-up lesson is available for student absences every 12 weeks.**

Ensemble/ Music Technology Class /Summer Program Policy

- Ensemble and Summer Program Students: Payment is due in the full amount of listed tuition on or before the start date of your class. Because of the group nature of the program, class will be conducted regardless of the absence of individual students.

For All

- In the event that a **teacher** is absent, we will attempt to get a substitute teacher. In which case, lesson/class will be conducted as usual. If no substitute is available, make-up options will be offered to you at our earliest possibility for each occurrence.
- There are no refunds on unused/missed lessons or classes.
- Students are **not** charged when BSM closes due to holiday/inclement weather. BSM posts notice of closings via outgoing voicemail and web.
- Students who become 2 weeks behind in payments for any service may be removed from the standing appointment roster. The student is welcome to be re-instated once the balance is brought current, but with no guarantee of the same day/time. **Students can avoid removal for past due accounts by keeping a valid credit card on file. This option is available on pg 2 (recommended).**

I understand and agree to all of the above policies for the enrolled student. I understand that parents/guardians are responsible for the pickup, drop off, and supervision of children before and after lessons, and that Bosse School of Music and its staff are not responsible for monitoring drop-off/pickup logistics. Bosse School of Music provides an ample waiting area for parents and caretakers to mind/tend to children for whom they are responsible.

I authorize Bosse School of Music to bill me according to my preference selected on page 2 (preference page) of this document, and agree to pay in full for services rendered to myself, or my child. Enrollment is not complete without completion of payment preference form.

Signature: _____ Date: _____

998 Middle Street, Weymouth, MA 02188

BOSSE SCHOOL OF MUSIC PRIVATE LESSON POLICY (pg 2) CONT.

STUDENT PAYMENT PREFERENCE ELECTION

Student Name Last: _____ First: _____ Age: ____ Parent(s) Name:

Address: _____ City: _____ Zip Code: _____

Home Telephone Number: _____ Cell Number: _____ Other: _____

***EMAIL REQUIRED, PLEASE PRINT:** _____ Instrumen/Class:

Instructor: _____(s) Frequency | circle one: ½ hour weekly 1 hour weekly Ensemble Other

Payment Options- Check ONE

Please use the credit/debit card I have provided below as the primary payment method on my account. I authorize Bosse School of Music to debit the agreed upon tuition amount on its reoccurring due date. Email receipts available upon request.

Please use the credit/debit card I have provided below as the secondary (optional) payment method on my account. I understand that I will receive my invoices regularly via email, and that I can call or email BSM to authorize use of this card for 1-time payments with permission, in addition to still making cash or check payments.

Please use the credit/debit card I have provided below **ONLY** as a safeguard for past due balances. I authorize BSM to bill outstanding balance for services rendered (over 14 days past due) in order to keep my guaranteed/preferred time slot on the lesson schedule without interruption. I understand that I will receive my invoices regularly via email, and that I can choose to remit payment in cash, check or authorize payment on this card at any time.

I prefer not to keep a card on file, and will continue to pay my bill in person monthly. I understand that by **NOT** having a card on file, that my lesson/class spot is not guaranteed to remain reserved if my account falls more than 14 days past due. I will be billed and be responsible for paying any outstanding balances for services rendered to me or my child.

16 digit card number _____

Card Type: (Circle one) Visa MasterCard American Express Discover

Name as it appears on card: _____

Address on card _____ Zip _____ Expiration date: _____ CVV: _____

I understand and agree with all of the above policies that I have selected.

Signature: _____ **Date:** _____