



INTERNATIONAL MUSIC ACADEMY

Spring Registration 2018

The Spring Semester is based on school calendars and is 20 weeks long. It will start on Saturday, January 6th and end on Friday, June 1st, with a week off for Spring Break from March 11th through 17th. All other days are lesson days. The registration fee is included in the tuition. Payment can be made in full or by installments; see the registration form.

Payment is due by Saturday, December 15th. Early payment will reserve your spot in your teacher's studio. After December 15th, any unclaimed spots will be offered to new students. Payments can be dropped off in the studio or mailed to:

International Music Academy
4714 Ingersoll St.
Houston, TX 77027

There is a \$15 fee for any late payment or returned check.

If for some reason you discontinue lessons in the middle of the semester, you will be given a refund for the remaining lessons. There are no refunds after April 30th.

Monthly Payments

Students who would like to pay monthly can either turn in all 5 post-dated checks with the registration form, or else complete and turn in the recurring bank account withdrawal form.

Make-up Policy

There are no refunds for missed lessons. If you cannot attend your lesson, please let your teacher know as soon as possible so he or she can arrange a make-up lesson. **At least 24 hours advance notice is required in order to receive a make up lesson. There is a limit of 2 make-up lessons each semester.** A make-up lesson should be taken within a week of the missed lesson. All of our teachers are performing artists and will occasionally have a schedule conflict. In this case you will get a substitute teacher or a make-up lesson.

Waiver Form

Students must have a liability waiver and photo release form on file with International Music Academy in order to take lessons.

Registration for Spring Semester 2018

Student's Name _____ Teacher _____

Parent's Name(s) _____ Email Address _____

Preferred Phone Number _____ Alternate Phone Number _____

Length of Lesson _____

Signature of Parent or Student if over 18.

“I have read and agree with the policies listed in the registration forms”

Retain Bottom Portion for Your Records

Registration with payment is due by December 15th, 2017

Monthly Payments

| <i>Lesson Length</i> | <i>Amount</i> |
|----------------------|---------------|
| 30 minute | 137 |
| 45 minute | 199 |
| 60 minute | 264 |

There is a \$15 fee for any late or returned payment.

Pay in Full

| <i>Lesson Length</i> | <i>Installment Amount</i> |
|----------------------|---------------------------|
| 30 minute | 675 |
| 45 minute | 994 |
| 60 minute | 1315 |

There is a \$15 fee for any late or returned payment.

Families registering two children need to pay two times the amount listed.

To pay by monthly installments, turn in all 5 checks for the monthly amount dated:
1/1/18, 2/1/18, 3/1/18, 4/1/18, 5/1/18

Or, complete the recurring bank account withdrawal form.

Recurring Bank Account Withdrawal Form

for payment by installments

I authorize International Music Academy to initiate either an electronic debit or to create and process a demand draft against my bank account according to the terms outlined below. I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law.

Terms of Billing

Starting on or after January 1st, 2018 (1/1/18), and on or after the first (1st) of each month following through May 1st, 2018 (5/1/18) for the amount of _____. *[Fill in amount from form] Parents registering two students need to pay 2 times the amount listed.* There will be five total withdrawals. A \$15 late fee will be added to the first withdrawal if the form is received after December 15th.

Bank Information

Bank ABA Number [Customer's Routing Number]

Bank Account Number [Customer's Account Number]

Bank Account Type: [Checking/Savings/Business Checking]

This payment authorization is to remain in full force and effect until I, _____ *[Customer Name]*, notify International Music Academy of its cancellation by sending written notice in such time and in such manner to allow both International Music Academy and receiving financial institution a reasonable opportunity to act on it.

Signature

Date

Printed Name – Must match name on Bank Account