

#21 100 King Street
 Spruce Grove
 (780) 962-0333



2017-2018 ENROLMENT POLICY & REGISTRATION

School Policies:

1. Payment for lessons is required upon registration. MCC cannot reserve an unpaid time slot
2. Payment for lessons must be received before the first of the month. Failure to pay may result in losing your time slot.
3. MCC reserves the right to substitute instructors when necessary.
4. There are no refunds for missed or cancelled lessons
5. MCC reserves the right to remove a student from the schedule, when there have been more than 2 consecutive absences
6. Your time slot is only guaranteed for the days or months paid for up front.

Payments Options and cancellation Policies:

A. Post-Dated Cheques or Automatic Monthly Credit Card: The customer is required to leave post-dated cheques for the number of months they intend to take lessons, or leave a credit card with administration. The card will be charged on the first of every month for all of the months your name appears on the schedule. If cheques are returned NSF or credit cards declined, the customer has one week to pay for the month plus a \$25 administration fee. All customers using monthly cheques or automatic credit card debit will be subject to a one time \$25 administration fee. Failure to pay for any reason may result in the student being removed from the lessons schedule.

B. Special Packages: Purchase a 5 month package and receive store cost on any instrument or receive a MCC gift card worth \$50. Purchase a 10 month package and get a free guitar or \$100 MCC gift card. Purchase a 12 month package and receive a \$120 MCC gift card. Gift cards valid only at MCC in Spruce Grove. Cannot be combined with any other offer and cannot be redeemed as credit towards lessons during the semester purchased.

Cancelled Lessons: If an instructor cancels a lesson, it is the instructor's responsibility to re-schedule at a mutually beneficial time as soon as possible. There will be No Make-up lessons for any student cancelling or absent. The lesson is automatically forfeited.

Lesson Termination: Written notice must be given two weeks prior to your last scheduled lesson or the end of the month. This is to ensure you are not charged for the following month.

Refund Policy: **THERE ARE NO REFUNDS.** However, if you have purchased several months of lessons Music Centre Canada can credit the remaining full months of lessons to another student or credited to used at another time, within one year. Partial months will not be credited. Should you decide to terminate lessons before they have begun, you will be charged a \$25 administration fee.

*Instructor's schedules may vary for the months of July and August.

	Mon	Tue	Wed	Thurs	Fri	Sat
Sept	\$120.00	\$120.00	\$120.00	\$120.00	\$150.00	\$150.00
Oct	\$120.00	\$150.00	\$120.00	\$120.00	\$120.00	\$120.00
Nov	\$120.00	\$120.00	\$150.00	\$150.00	\$120.00	\$120.00
Dec	\$90.00	\$90.00	\$90.00	\$90.00	\$120.00	\$120.00
Jan	\$120.00	\$120.00	\$120.00	\$90.00	\$90.00	\$90.00
Feb	\$90.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00
Mar	\$120.00	\$120.00	\$120.00	\$150.00	\$120.00	\$120.00
Apr	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00
May	\$90.00	\$150.00	\$150.00	\$150.00	\$120.00	\$120.00
June	\$120.00	\$120.00	\$120.00	\$120.00	\$150.00	\$150.00
July	\$150.00	\$150.00	\$120.00	\$120.00	\$120.00	\$120.00
Aug	\$120.00	\$120.00	\$150.00	\$150.00	\$150.00	\$120.00

- 5MTH PACKAGE
- 10 MTH PACKAGE
- 12 MTH PACKAGE

 Lesson Day & Time

 First lesson

 Student Name

 Phone

 Parent/Guardian

 Email

 Address

 Postal Code

 Credit Card Number

 Expiry

I have read, understand and will comply with the school policies as stated above. I authorize Music Centre Canada to charge my credit card for outstanding, unpaid lessons. If I pay on an automatic monthly basis, Music Centre Canada will charge my card on the first of every month until I submit written notice of cancellation.

Signature: _____ **Date:** _____ **Witness:** _____