

## I. STUDENT INFORMATION

Student Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Registering for School Year \_\_\_\_\_  
 Gender  Male  Female Date of Birth (MM/DD/YY) \_\_\_\_\_ Age \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_  
 School Attending \_\_\_\_\_  
 Mother Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Father Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Medical Concerns \_\_\_\_\_  
 How did you hear about Harmony Road Music & Art? \_\_\_\_\_

## II. PROGRAMS REGISTERING

Dates	
Class Day(s)	
Class Time(s)	
Instructor(s)/ Instrument(s)	
Lesson Duration	
<b>Total Tuition</b>	<b>\$</b> _____

## III. PAYMENT METHOD

**Installment Plan** : \$ \_\_\_\_\_ X 10 mos. + \$40 Reg. Fee + \$ \_\_\_\_\_ Deposit (equal to the monthly installment)  
 \*Installment plan requires paying First Month's Tuition, Registration Fee, and Deposit at registration.  
 \*The Tuition is due before every 10<sup>th</sup> of the month. After the due date, there will be a late fee of \$40

**Two Payments** : \$ \_\_\_\_\_ 1<sup>st</sup> payment at registration + \$ \_\_\_\_\_ 2<sup>nd</sup> payment in mid-semester  
 \*Deposit and Registration Fee are waived (private lessons only.)  
 \*Two payments plan requires ½ tuition paid at registration.

**Full Payment** : \$ \_\_\_\_\_  
 \*Deposit and Registration Fee are waived (private lessons only.)

**\*ALL FEES ARE NOT REFUNDABLE\***

<b>Total Amount Due:</b>	\$ _____
<b>Total Amount Paid:</b>	\$ _____
<b>Total Remaining Balance:</b>	\$ _____

Signature required: I understand and agree to the registration regulations and the financial policies as stated in the school brochure and this form. I accept complete responsibility for all charges and fees that may occur.

Signature (Parent/guardians or adult student) \_\_\_\_\_ Name (print) \_\_\_\_\_ Date \_\_\_\_\_

# School Policies 2019 - 2020

**SCHOOL YEAR:** The school year runs from Sept 5, 2019 through June 15, 2020 with open enrollments throughout the year. Each student has the same lesson time each week excluding summer months. Lessons will not be offered during the holidays listed on the HR calendar. Keep in mind that the lessons are arranged per year, and that the holidays will not change the overall number of lessons received each year.

**SCHOOL CLOSING:** Harmony Road does not follow any county school closing. Please check the HR's calendar. If in doubt about whether HR is closed due to bad weather, call to HR or check. HR will makeup lessons due to inclement weather closures.

**SUMMER LESSONS:** Summer lessons are separate from Fall/Spring monthly payment. We realize that students may have summer travel plans. Students must give notice ahead of time.

**ATTENDANCE:** Students are expected to arrive on time and ready to learn for all lessons. Students arriving late will not have their lesson time extended. Students arriving **more than 15 minutes late** will be considered unexcused absence.

**TEACHER ABSENCES:** In the event that a teacher is absent, HR will provide a highly qualified and experienced substitute who will ensure the proper continuity of students' classes. If a substitute teacher is not available, we will make every effort to contact students to arrange a make-up lesson.

**FACULTY:** All faculty at HR are highly qualified, university trained educators. We will assign a teacher that we feel is most appropriate for each student. We will make every effort to accommodate requests for specific teachers. In unforeseen circumstances, students may be assigned to new teachers as our staff changes. **HR's faculties are legally not permitted to teach HR's student outside the institute. Any present or former student of HR soliciting/seeking private instruction from HR faculties is strictly prohibited.**

**INJURIES:** You assume all risk of injury or harm to the child(ren) or adult(s) associated with participation in Harmony Road activities and agree to release, indemnify, defend and forever discharge Harmony Road, and its staff from all liability, claims, demands, damages, costs, and expenses in the unlikely event of injury sustained by your child(ren) or adult student during the course or a result of Harmony Road activities

**RELEASE:** HR reserves the right to use photos and videos taken in classes and at school events for promotional materials.

**STUDENT DROP-OFF AND PICK-UP:** For the safety of all children, parents are advised to escort their children to the class rather than dropping them off at the school's entrance. Please be prompt. All classes and lessons will start, and end, on time.

**OUTSIDE EVENTS:** Students who wish to participate in, evaluations, auditions, competitions and festivals is required to pay applicable fee. This must be paid in check or cash only. Application and Fee must be submitted before the DEADLINE SET BY HR, there will be no exceptions.

**OBSERVATION RULES:** Parents and guardians are welcome to attend private lessons, especially for younger and beginner students. All rooms have an observation window, through which parents may observe classes without distracting students. A parent or guardian must be present for children's classes with parent involvement.

## Important Policy

### WITHDRAWAL (FEE \$50)

**Private Classes:** Withdrawing before finishing 18 classes in fall or in spring semesters will incur a penalty fee of \$50. No partial refund will be issued resulting from mid-month withdrawal. Unofficial withdrawal and no-shows will be held responsible for any and all tuition charged for the classes or the lessons. (가을학기나 봄학기 각 18 번 클래스를 끝내지 않고 레슨을 중단하시게 되면 \$50 fee 가 있습니다.)

**Group Classes:** No refunds will be issued after classes begin. The student will be responsible for the remainder of the tuition for the session. HR reserves the right to withdraw or discontinue any class for which enrollment is insufficient to organize or continue. Group classes will run continuously throughout the year to fulfill the number of weeks of the specific curriculum.

### DEPOSIT

Deposit is **non-refundable** and can only be used when students notify to the office **one month before** withdrawing. Deposit money will be used toward the last month's tuition. (DEPOSIT 은 환불해 드리지 않습니다. 학원을 그만두기 한 달전에 알려주시면 마지막 투이션 비용으로 사용됩니다.)

### NO MAKEUP CLASS

No makeup classes for **No-Show, Same-Day Cancel, and Group Class.** Only the absences with emergency reasons with the official documents will be reviewed for the eligibility for makeup classes. Please note that following reasons are not considered as an 'emergency': forgetting, birthday party, other activities such as sports games, etc. (연락없이 한 결석, 당일 결석, 그룹 클래스 결석은 보충수업을 해드리지 않습니다. 응급상황으로 인한 결석만 Official Document를 통해 보충 수업 여부를 결정해드립니다. 응급상황으로 해당 안 되는 사유: 생일파티, 다른 방과 후 활동, 당일 변경.)

### NO CREDITS

No credits for **Make-Ups.** Any makeup classes not completed until the end of the semester or during the makeup week (end of June), **will not be transferred as credits or refunded.** (학기 말 까지만, Makeup Week 에 받지 않은 보충수업은 크레딧으로 남겨지거나 환불되지 않습니다.)

### TUITION

Tuition deadline is **10<sup>th</sup> of every month.** There is a **late fee of \$40. No Exception.** (TUITION 은 매 달 10 일 까지 내주시시오. 10 일 후에는 \$40 late fee 를 포함해서서 결제해주시길 바랍니다.)

**\*ALL FEES ARE NOT REFUNDABLE!!!\***

**With my signature, I affirm that I have read and understood all policies of Harmony Road.**

Parent/Guardian or adult student Name (PRINT)

Signature

Date