



**2012 Private Registration Form**  
**(1/1/2012-6/23/2012)**  
 14360 SE Eastgate Way, Suite 102  
 Bellevue, Washington 98007  
 P: 425.644.0988 | F: 425.644.0989  
 www.musicworksnw.org

Account # \_\_\_\_\_  
 Returning \_\_\_\_\_ New \_\_\_\_\_  
 Private Instruction

_____ Parent / Guardian		_____ Other Parent / Guardian		
_____ Address		_____ City	_____ State	_____ Zip
_____ Home Phone	_____ Cell / Alternate Phone	_____ Email Address		

**How did you hear about Music Works Northwest?** \_\_\_\_\_

Did you participate in a Music Works NW band/orchestra clinic at your school? Yes No

**Student Information**

_____ Student Name	_____ Instrument	_____ Gender	_____ Date of Birth
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**Lesson Information**

_____ Instructor Name	_____ Day of Lesson [Circle One]	_____ Time of Lesson
	<b>Mon Tue Wed Thu Fri Sat</b>	
_____ Lesson Duration	_____ Lesson Start Date	
	Trial: <input type="checkbox"/>	MT Assessment: <input type="checkbox"/>
	Private: <input type="checkbox"/>	Music Therapy: <input type="checkbox"/>

**Returning students only**

Charge Credit Card on file for 2011-2012 school year monthly rates:  Yes  No  
 Last 4 digits: \_\_\_\_\_ New Exp: \_\_\_\_\_ CID: \_\_\_\_\_

**Responsible Person Signature Required!** This form must be signed and dated by the person accepting the terms and conditions as stated on the page attached to this form. *Registrations received without a signature will not be processed.*

We have reviewed and agreed to the attached terms and conditions.

_____ Signature	_____ Date
_____ Print Name	

**Office Use Only**

MR: Private  
 \$162.50 (30min)  
 \$220.80 (45min)  
 \$287.50 (60min)

Music Therapy Rates:  
 \$91.00 (Assessment)  
 \$170.83 (25min)  
 \$337.50 (50min)

Invoice: \_\_\_\_\_  
 Payment: \_\_\_\_\_  
 Timesheet: \_\_\_\_\_  
 Tally: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Copy: \_\_\_\_\_  
 Constant Contact: \_\_\_\_\_  
 Auto Pay: \_\_\_\_\_



**Volunteer & Parent Information Form**

14360 SE Eastgate Way, Suite 102  
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P: 425.644.0988 | F: 425.644.0989  
www.musicworksnw.org

**Music Works Northwest is a non-profit community music school located in the Eastgate neighborhood of Bellevue, Washington.**

**What is a non-profit organization?** A non-profit organization (NPO) is an organization that does not distribute its surplus funds to owners or shareholders, but instead uses the surplus to help pursue its goals.<sup>1</sup>

**What is a community music school?** A community music school’s goal is to provide the best in music education and performance experiences for people of all ages, abilities, and economic circumstances.

As a community music school, our mission is to enrich the quality of life for children of all ages through accessible music education and experiences.

**Music Works Northwest uses resources to provide:**

- Tuition assistance
- Assistance to school districts
- Music programs
- Free concerts to the community
- Music therapy to individuals with special needs

**How can you help?** We have many ways that we can graciously accept your support and utilize your gifts. Perhaps you are a gifted grant writer that could help our efforts in development, an information technology guru that may lend help with our IT infrastructure, or an experienced manager or executive that would like to work on our Board of Directors. Whatever your background is, we can surely utilize your talents.

Please fill out the form below so that we may begin to develop projects that you may work on at your convenience that will help support Music Works Northwest’s mission.

Volunteer Name	Phone	Cell / Alternate Phone	Email
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**Please list fields of expertise:**


**Time available per week to volunteer:**

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

<sup>1</sup>The Nonprofit Handbook: Everything You Need to Know to Start and Run Your Nonprofit Organization (Paperback), Gary M. Grobman, White Hat Communications, 2008.

## Music Works Northwest Private Lesson Terms and Conditions

**Registration and Tuition:** First month tuition and last month deposit due upon registration. Private lessons must be paid according to the monthly payment plan. Monthly tuition is figured based on one lesson per week for 39 weeks (September 6, 2011 – June 23, 2012) and calculated at per lesson rates of \$39 for 30 minutes, \$53 for 45 minutes and \$69 for 60 minutes. If registration takes place after the second week of lessons in a month, the next month's tuition will be due as well. Monthly payments are due the 20<sup>th</sup> of the month prior to the month in which lessons are received. **No Refunds will be issued.**

**Private Lessons:** Lesson times are arranged with the Music Works NW Registrar acting as a liaison between the instructor and student. Lesson durations and instructors may be changed during the course of the year by contacting the Registrar.

**Scheduling:** For all scheduling requests, please contact the Registration Desk at 425.644.0988

**Student Absences:** Regular attendance by instructors and students for all programs is expected. Students are charged for all lessons for which they are registered. Students enrolling December 1<sup>st</sup> or later may reschedule (1) student **excused absence** in the academic year. Students enrolling prior to December 1<sup>st</sup> may reschedule (2) **excused absences** in the academic year. **Excused student absences** are: Lessons missed because of emergencies and illness (call day of if possible); Religious observations or school music commitments with **48 hours notice given to instructor prior to the lesson**; Vacations, concerts or other events, sports others not listed above, with written instructor consent and a minimum of **two weeks' notice given to instructor prior to the lesson.**

Lessons are rescheduled on a mutually arranged date through the Scheduler. Teachers may opt to provide an activity of equal value such as a studio master class, or a one-time lesson with another instructor if a lesson time can't be arranged. Rescheduled lessons will only be scheduled once. If a student misses a rescheduled lesson the lesson will be forfeited. No lessons will be rescheduled for student absences during the summer term. No refunds/credits will be issued for student absences.

**Instructor Absence:** Occasionally an instructor's performance schedule may conflict with lessons, or an instructor may miss lessons because of emergencies, illness, or planned absences such as religious holidays. Instructor absences do not count against the excused student absence total as described above. For instructor absences MWNW reserves the right to provide a competent substitute for lessons until the regular instructor can return.

Missed lessons by an instructor will be rescheduled by the instructor at mutually agreed upon time. In some cases an instructor may plan to provide an activity of equal value to be arranged prior to the dates that will be missed, or by extending lesson times by a few minutes weekly until the missed lesson durations are recovered. If mutually agreeable time can't be found and all of the other options have been exhausted, a credit will be issued to the student account on the nearest next invoice after a completed *Instructor Absence Credit Form*, with the instructor signature and has been filed with the registrar. **No refunds will be issued.** Rescheduled lessons will only be scheduled once. **If a student misses a rescheduled lesson the lesson will be forfeited.**

**Official Withdrawal Private Lessons:** We require students withdrawing from lessons to file a Lesson Withdrawal Form at the registration desk **30 days prior to the last lesson.** Once this form is submitted the account will be brought up to date including any outstanding payments owed. Until a student officially withdraws through the Office of the Registrar, *the family/student is liable for all fees in full whether or not the student attended the lesson.* The official date of a student's withdrawal is the date the Lesson Withdrawal Form is submitted to the Office of the Registrar. Accounts will not be credited if the withdrawal procedure has not been followed. Not showing up to classes or failing to pay tuition is not an acceptable or recognized form of withdrawal. All fees are the responsibility of the family/student.

**Payment and Past Due Accounts:** Payments are due the 20<sup>th</sup> of the month prior to the month in which lessons are to be received. Accounts 10 days past due will be assessed a **\$15 late fee** and lessons will be suspended until the account status is brought current. Failure to pay tuition and fees in full by the specified due dates may result in immediate suspension of the lesson, possible barring from participation in future activities and/or referral to a commercial collection agency. If referred to collection, the delinquency may be reported to a national credit bureau. All costs, expenses and fees, including, but not limited to, attorney fees, court costs, collection costs and other out-of-pocket expenses incurred by Music Works Northwest in collecting or attempting to collect a past-due account are the responsibility of the student/parent/guardian. By registering or withdrawing from activities at Music Works Northwest, the student/parent/guardian agrees to pay these costs.

**School Closure:** All students, faculty and staff should call Music Works NW if there is a possibility of a weather related/Emergency closure. Music Works NW will provide any closure information at 425.644.0988 and twitter.com/musicworksnw or www.musicworksnw.org. Music Works NW will typically close when the Bellevue School District closes. Information on the Bellevue School district can be found at schoolreport.org.

### Student and Parent/Guardian Agreement and Permission

1. I have read and agree to accept the terms and conditions outlined above.
2. I agree to pay tuition in a timely manner and financial penalties accrued by my child or myself due to non-payment, physical or property damage incurred on Music Works Northwest premises.
3. I agree to make Music Works Northwest's Registrar and student's instructor aware of any medical conditions, medications or special medical concerns or needs of the student that affect the student's performance and (or) attendance.
4. I give permission to any Music Works Northwest representative to seek medical attention for my child or myself in the event of a medical emergency. I will be responsible for any and all medical and emergency transport expenses incurred.
5. I grant permission to Music Works Northwest to use photographs, videos and recordings of my child or myself for promotional purposes.