Place an (X) in each box to indicate that you have read, understand and accept the following norms and policies:

Norms and Policies

I. PAYMENT

Cancellations must be made within the first five (5) days of the month ☐
Your receipt is your proof of payment ☐
All payments are made in advance at the beginning of the month ☐
There are no refunds for "no show" or last minute cancellations ☐
Registration is not transferrable, non-refundable, and must be renewed yearly ☐
Monthly payment is adjusted in the months of January and July
A $10.00 late fee will be added to late payments and returned checks ☐

II. CONDUCT/DISCIPLINE

Student is expected to arrive (10) minutes prior to the scheduled class time and must sign-in ☐
Students must be picked-up within (10) minutes of their class time ending. We will not be responsible for any students who wait outside of our facility during or after operating hours ☐
No visitors are allowed to accompany the student or sit in on class time ☐
No food or drinks are allowed in the facilities at any time ☐
Be considerate of personal hygiene. No high cut shorts, very short skirts or revealing clothing is permitted. Shoes and shirts must be worn at all times. ☐
Florida Music School & Shop reserves the right to modify the schedule of classes based on the number of students enrolled for the classes. Students will be notified in advance of any changes. ☐
Students will be allowed 3 excused make up lessons and must be taken within 30 days from the date of the missed lesson ☐

III. HOLIDAYS/VACATIONS

No activities or classes will be held during legal holidays. Classes cannot be made up or rescheduled. ☐
During the months of December and January, operating hours will be adjusted to include a maximum of two (2) weeks of vacation time. ☐
Vacation time in the summer months when school is out is excusable up to 2 weeks with written notice, however, the usual time and space is not guaranteed; the student may have to adjust their schedule ☐

IV. STUDENT EVALUATIONS

Students are given frequent evaluations on progress. It is the student's responsibility to practice at home as recommended by the instructor ☐
Students are responsible for bringing all materials to class. The school's materials may be borrowed for an additional fee per class. ☐
Student's progress will be logged in the curriculum books by the professor during each class. ☐
The student is responsible for keeping up with the assigned work in group sessions which will be evaluated by the instructor and the student agrees to meet with the instructor for regular evaluations ☐
For minor students, the responsibility is of the guardian to make sure the student is practicing at home ☐

V. CORRESPONDENCES

Students will be given written notice of any changes or upcoming events such as meetings, recitals, schedule changes, payment changes, rehearsals, etc. ☐
Student is responsible for providing a written request/notice for any changes in scheduling, comments, claims, changes in payment, etc. ☐

VI. EVENTS/RECITALS

Instructors will schedule recitals and events according to the progress of the student. Written notice will be provided with details on the event such as dress code, time, place, etc. ☐
Students are requested to attend a dress rehearsal for all events in order to participate in the event ☐

How did you find out about our school? _____

Signature _____ Witness _____