



### Recurring Tuition Payment Authorization Form

Lesson Length	30 minutes	45 minutes	60 minutes
Monthly Tuition	\$140	\$205	\$270

Student(s) Name: \_\_\_\_\_ Tuition Total: \$ \_\_\_\_\_ per month

Payments for the one-time enrollment fee and monthly tuition will be scheduled to be automatically charged to your Visa, MasterCard, American Express or Discover Card.

**Please complete the information below:**

I, \_\_\_\_\_ (Cardholder) authorize New Heart Music Ministries to charge my credit card as designated on this form, for the tuition listed above. I understand that a one-time, non-refundable enrollment fee of \$50 per family will be applied at the time of registration, and monthly tuition payments will be automatically charged on **the 3rd day of each month** during the school calendar year from August-May.

**Credit Card Information**

Name on Card:		Card Number:	
Card Type:	3-Digit CMV#:	Expiration Date (mm/dd/yyyy):	
Billing Address:		City & State:	Zip Code:
Email:		Phone:	

I understand that this payment authorization will remain in effect until I cancel it by submitting a withdrawal form as outlined in the NHCSM withdrawal policy, and I agree to notify New Heart Music Ministries in writing of any changes to my account information or termination of this authorization. If the payment authorization date falls on a weekend or holiday, I understand that the payment may be executed on the next business day. I certify that I am an authorized user of this credit card and will not dispute these scheduled transactions with my credit card company, so long as the transactions correspond to the terms indicated in this authorization form.

Printed Cardholder's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Cardholder's Signature: \_\_\_\_\_



### **Registration Information**

1. The New Heart Christian School of Music will operate according to the school calendar year (August-May). It is our hope to provide students with a consistent, well-rounded music education.
2. A one-time, non-refundable fee of \$50 per family will be charged at the time of registration.
3. All registered lessons for the respective school year, August-May, must be completed within the school year. In the case of non-completion, all make-up lessons must be completed by the **end of July** during the respective school year. No refunds will be given for any lessons that are not completed, and lessons are non-transferrable.
4. Please refer to our music school calendar for specific lesson dates and holidays.
5. You may register for additional summer lessons during June and July. All summer lessons must be completed by the end of July and no make-up lessons will be given once the new school year begins in August.
6. For lesson scheduling policy, please communicate with your teacher accordingly.

### **Payment Details**

1. Monthly payments will be made by credit card, and will be automatically charged on the third day of each month starting in August and ending in May.
2. If you wish to take additional lessons during June and July, please submit a check or cash payment based on the number of lessons to be given (see our summer tuition rates).
3. There will be a \$25 fee for any late payments and each returned check.

### **Cancellation/Make-up Lesson Policy**

1. Students are allowed to reschedule or make-up their individual lesson up to three times per school year (August-May).
2. Make-up lessons are only given when 24-hour advance notice is provided via an email or text message to your teacher.
3. All make-up lessons must be completed within one month of the missed lesson date. Make-up lessons that are not completed within one month of the missed lesson date may be forfeited. Please contact your teacher as soon as possible to arrange the make-up lesson date and time.
4. If a teacher is absent, a make-up lesson will be scheduled at a mutually convenient date and time. These lessons will not be counted towards the three allotted make-up lessons.

### **Withdrawal Policy**

1. Please inform the New Heart Christian School of Music if you wish to withdraw from lessons. A withdrawal form must be completed and submitted by the 10<sup>th</sup> day of the current month if a student wishes to discontinue lessons the following month/year. Verbal notices will not be accepted. You may obtain the withdrawal form on our website. For students under age 18, a signature of a parent or guardian is required.
2. All monthly tuition payments are non-refundable. Once a withdrawal notice has been received, all remaining lessons must be completed by the end of the last paid month.
3. If you decide to withdraw from lessons and re-register at a later time, the \$50 registration fee will be applied again.

### **Safety Policy**

1. Parents are responsible for the safety of the student and their siblings while on the New Heart Christian School of Music premises.
2. The New Heart Christian School of Music, together with New Heart Music Ministries, shall not be held liable for any accident, injury, loss, theft, or damage which might be sustained on the premises in conjunction with any school-related lessons, activities, or functions.

**I have read and agree to all of the Terms and Conditions stated above.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_