



OSM REGISTRATION FORM 2019/20 School Year: Aug 26, 2019 - June 21, 2020

• olenkaschoolofmusic.com

• 410-309-0770

• olenkamusicmaryland@gmail.com

STUDENT INFORMATION

Student 1 Name _____ Age _____ Date of Birth _____

Student 2 Name _____ Age _____ Date of Birth _____

NEW STUDENT

RETURNING STUDENT (Skip to class section, unless information has changed.)

CONTACT INFORMATION

Parent Name _____ Address _____

City _____ State _____ Zip _____ Cell # _____

Home # _____ Work # _____ Other # _____

Email _____ How Did You Hear About Us? _____

CLASS INFORMATION

Class	Age	Tuition (Includes materials.)	# of Weeks
Music Together	1-36 mo.	\$195 (\$165 sibling)	10
Music ABCs	3-4 yr.	\$255	10
Music Foundations: Beginner - Intermediate	4 yr. +	\$695 OR monthly: 1 st payment \$225 + 4 payments of \$130*	20
Advanced Music with TCL	7 yr. +	\$755 OR monthly: 1 st payment \$285 + 4 payments of \$130*	20
Vocal	6-10 yr. 11-16 yr. or Adult	\$265	10
Guitar	6-10 yr. 11-16 yr. or Adult	\$265	10
Creative Songwriting	6-10 yr. 11-16 yr. or Adult	\$265	10
Keyboarding Adult	Adult	\$265	10
Dance	3-5 yr. 6-10 yr. 11-16 yr. Adult	\$225	10

Register for Dance by calling 410-935-0225 or emailing olenkamusicmaryland@gmail.com.

* Credit card required with automated charge for monthly payment.

1) Class Name _____ Day _____ Time _____ Location _____

2) Class Name _____ Day _____ Time _____ Location _____

3) Class Name _____ Day _____ Time _____ Location _____

PRIVATE LESSON INFORMATION

Private Lesson 20-wk Semester Payment

30-min 20-weeks	45-min 20-weeks	60-min 20-weeks
\$635	\$950	\$1255

20-Private Lesson 20-wk Semester, 4-wk/Monthly Payment Plan *

30-min 4-weeks	45-min 4-weeks	60-min 4-weeks
\$130	\$195	\$255

CLASS + LESSON COMBO INFORMATION

Class + Private Lesson Combo 20-wk Semester Payment

Class + 30-min 20-weeks	Class + 45-min 20-weeks	Class + 60-min 20-weeks
\$1250	\$1565	\$1870

Class + Private Lesson Combo 20-wk Semester 4-wk/Monthly Payment Plan *

Class + 30-min 4-weeks	Class + 45-min 4-weeks	Class + 60-min 4-weeks
\$325 + 4x \$260	\$390 + 4x \$325	\$490 + 4x \$370

\$60 TCL Theory Exam Prep (for Advanced level)

Optional \$60 TCL Practical Piano Exam Prep (for Advanced level)

Please indicate what instrument below.

* Credit card required with automated charge for monthly payment.

Instrument/Vocal/Composition _____ Lesson Length: 30m 45m 60m

Days/Times Available _____ Location _____

I do NOT consent to allow Olenka School of Music use of any photographs or video recordings of myself or my child/children taken during Olenka School of Music classes/ programs. If you leave this blank, you provide permission for OSM to use photos for marketing purposes.

Signature: _____

PAYMENT INFORMATION

Check included Use credit card on file Use new credit card below

New VISA/MC/Disc. Card # _____ Expiration Date _____

3-digit Security Code _____ Signature _____

TUITION TOTAL _____ + REGISTRATION FEE*: •\$25 NEW Student •\$15 for CURRENT student = TOTAL _____

*Registration fee due once per school year; no fee for students enrolled 7+ years.

OLENKA SCHOOL of MUSIC POLICIES & WAIVER

OSM PAYMENT & DISCOUNT POLICIES

- 1) **Cash/Check Discounts** are available for semesterly payments. \$5 off for 10-week semesters. \$10 off for 20-week semesters.
- 2) **Friend Referral Discounts:** Current student receives **\$15 tuition credit** for each friend referred that enrolls in a 10-20 week class or one month of private lessons. Your referred friend will receive a **\$15 tuition credit** as a welcome gift to OSM.
- 3) **Priority Registration Discounts:** Current OSM students are invited to pre-register to receive additional discounts during Priority Registration weeks. Additionally, this is the time for students to keep a spot in their preferred class time.
- 4) **Monthly Payments** are available for 20-week classes and private lessons with automatic payments only. A signed agreement authorizing OSM to charge a valid, current credit card is required with monthly payment plan. Monthly payments will be charged the 8th of each month.
- 5) **Payment Methods:** Cash, Check, MC, Visa, Discover.
- 6) **TUITION PAYMENTS MUST BE PAID PRIOR TO ATTENDING CLASSES/LESSONS. INSTRUCTORS ARE NOT RESPONSIBLE FOR ACCEPTING PAYMENTS.** Mail/Deliver payments to OSM at: 9520 Berger Road, Suite 104, Columbia, MD 21046

ADDITIONAL OSM POLICIES

- 1) **Annual registration fee of \$25 for new students and \$15 for returning students** is paid once per OSM school year (Aug-July). ***This is a non-refundable fee.*** Students joining OSM in the summer (June-Aug) pay a \$10 registration fee.
- 2) OSM is contractually forbidden by Music Together LLC to give refunds for materials after the semester begins.
- 3) **Inclement Weather:** Call **410-309-0770** or visit our Facebook page at www.facebook.com/olenkaschoolofmusic for schedule changes.
- 4) **Holidays:** All class meeting dates & prescheduled OSM closures are published by class day on the **OSM Yearly Calendar**. All lesson dates and prescheduled OSM holiday closures are published on the **OSM Private Lesson Tracker**.
- 5) **Recitals:** Students will be informed by OSM Office or Private Instructor as performance opportunities arise.
- 6) **Adult Supervision:** All children under 13 yrs. old must be supervised by an adult before/after attending classes or lessons. Students must remain in designated waiting areas and are not allowed to be in classrooms/practice rooms unsupervised.
- 7) **Cell Phones/Electronic Devices:** please set electronic devices to silent/vibrate while in studios to eliminate disruption of classes and lessons. ***Personal Devices may not be used in classrooms. Please step out of classrooms if you must use your device.***

Music Together Classes for Infant - 5yrs: By enrolling in a Music Together class at OSM, a licensed Music Together center, you agree that any information you provide will be shared with Music Together Worldwide (MTW). For information about how MTW uses and stores your personal information, we encourage you to review the MTW Privacy Policy at musictogether.com/privacy-policy.

I consent to Olenka School of Music, Inc.'s use of any photographs or video recordings that are taken during participating in Olenka School of Music, Inc.'s Programs. Yes ___ No ___

OSM WAIVER CLAIM:

In consideration of the right to participate in such programs, the undersigned releases and discharges OSM and its Employees from any and all claims, demands, actions or damages of any kind arising from participation in OSM programs. I have read and understand the OSM Cancellation/Refund Policy and I am responsible for the remittance of all tuition payments.

I agree to the terms outlined in **ALL** the above **OSM Policies and the OSM Waiver Claim** and further agree to abide by the **OSM School Handbook policies**. Please pick up a copy of our **OSM School Policies** for further information.

Parent/Guardian Signature Date

OSM GROUP CLASS POLICIES

- 1) **Withdrawing from Classes:** If a student must withdraw from a group class, OSM will refund the payment minus the non-refundable registration fee as follows:
 - Withdraw before 1st class = 100% refund
 - Withdraw after 1st class = 50% refund
 - Withdraw after 2nd class = 0% refund*Exceptions, at the discretion of OSM, may be made in cases of prolonged illness or permanent relocation.*
- 2) **Make-Up Classes:** Students are allowed two (2) make-up classes per 10-week semester. Make-ups must be taken during the same semester as the missed class. ***Make-ups may be scheduled through the main office or on Eventbrite.com and must be completed during the same semester as missed classes.***
- 3) ***No credits will be issued for missed classes.***
- 4) **Materials Fees** are included in group class pricing.
- 5) **Parent Participation is required** for all Music Together® and Primer/Beginner Level Keyboard Classes.
- 6) **Sibling Participation:** All unregistered siblings visits must be scheduled through OSM office in advance to ensure classes are not overcrowded. ***A prepaid guest fee is required prior to sibling attendance.*** Exception: Siblings 8 months and under may attend Music Together® classes FREE with a paid sibling.
- 7) **Behavior:** Children deemed disruptive might be asked to leave the classroom until such time as they are ready to return to class calmly, follow directions and participate without disruption.

I have read and agree to the OSM Group Class Policies above.

Parent/Guardian Signature Date

OSM PRIVATE LESSON POLICIES

- 1) **Absence from Private Lesson:** A minimum of **24 hours** advance notice ***directly to your instructor*** is required prior to missing a scheduled lesson.

Please DO NOT contact OSM Office to reschedule lessons. It is the sole responsibility of the student to exchange contact information with their instructor for the purposes of canceling or rescheduling lessons.
- 2) **Private Lesson Make-Ups:** Students are allowed two (2) make-up classes per 10-week semester. Make-ups will be scheduled at the discretion of the instructor and must be completed during the same semester as missed lessons.
- 3) ***No credits will be issued for missed classes.***
- 4) **Monthly Tuition** covers 4 lessons and *does not* vary by length of the month or closure due to prescheduled OSM Holidays. ***Please pick up a copy of our Private Lesson Tracker for reference.***
- 5) **Materials:** Additional fees for materials may be periodically billed to student account at the request of instructor.
- 6) **Withdrawing from Private Lessons:** Requests for cancellation must be made ***in writing and delivered or emailed to the OSM office two (2) weeks prior to cancellation*** in order to receive a prorated refund of prepaid lessons minus any applied pre-payment discounts.

I have read and agree to the OSM Private Lesson Policies outlined above.

Parent/Guardian Signature Date