

Instructor/Day/Time \_\_\_\_\_ Acct # \_\_\_\_\_  
S \_\_\_ P \_\_\_ \$ Entered

**Lynchburg Music Center  
Music Education Department  
Student Agreement**

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

If under 18, Name of Parent/Legal Guardian \_\_\_\_\_

Address \_\_\_\_\_

Street City Zip Code  
Phone (Hm) \_\_\_\_\_ Phone (Wk) \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Instrument \_\_\_\_\_

(Please check one)  Referral  Gift  TV Commercial  In-store Advertising  Other

**Audio/Video Release:**

I, the undersigned, (check one)  **authorize** or  **do not authorize** LMC or its Assigns to:

- Photograph me and/or record my voice and likeness, whether by film, video tape, magnetic tape, digitally, or otherwise;
- Reproduce the original photographs/recordings made;
- Use my name, likeness, and biographical information for the purposes of education, promotion, or advertising, and for the sale and trading of the photos and/or recordings and any copies made.

I understand that LMC/Assigns shall have complete ownership and rights of the photographs/recordings. I give the right to use my name, likeness, and biographical information to publicize the programs and the services of LMC/Assigns. **I understand that this right is given without consideration or compensation.** I further understand that the master copy remains the property of LMC/Assigns, and that there will be no restriction on the number of times that my name and likeness may be used.

**Please see reverse, then complete registration.**

I have read and understand the policies and procedures set forth in this agreement, and have been given a copy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if student under 18)

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**Office Use Only:**

Start Date \_\_\_\_\_ Monthly Fee \_\_\_\_\_ Intro Rate \_\_\_\_\_ Auto Pay \_\_\_\_\_

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Lynchburg Music Center (LMC) would like to thank you for the opportunity to offer guidance and encouragement as you take your musical journey with your professional teacher (**Instructor**). To avoid misunderstandings and miscommunication, students (**Student**) will be asked to follow all Department of Music Education and Instructor Studio policies and procedures.

LMC/Studio Instructor Terms and Conditions are outlined as (please initial each section):

**Payment:** \_\_\_\_\_

1. Lesson payments are billed **on the first day of the calendar month** at a rate of four (4) lessons per month and are due on or before the fifth day of the calendar month. Lessons are prorated only if fewer than four (4) lessons are available in a scheduled month. **All Instructors require a credit/debit card be placed on file to ensure timely payment.** *Please note:* Paper invoices are not generated; billing is reflected on Student's store account.
2. Lesson payments may be made in the following manner:
  - a. **Before** the 5<sup>th</sup> of the calendar month: Cash, check, credit/debit card (Visa/Master/Discover) during regular store hours; check or credit/debit card only after regular store hours (cash **will not** be accepted after regular store hours). **Payments not received before the 5<sup>th</sup> of the month will be collected via Automatic Payment.**
  - b. **On the 5<sup>th</sup> of the calendar month:** Automatic Payment from a credit/debit card. **Automatic Payment:** On behalf of Instructor, LMC is authorized to automatically debit the credit/debit card listed on file in the tuition amount specified on this agreement. Student's initials (or Parent/Guardian if Student is under 18 years of age) \_\_\_\_\_.
3. **Once payment for lessons has been received, Student is committed to completing that scheduled month. Refunds will not be given for any portion of a scheduled month not completed by Student.**
4. Tuition, fees, terms, and conditions are subject to change with 30 days written notice.

**Payment Arrears:** \_\_\_\_\_

1. It is the responsibility of Student, or, if Student is under 18, Parent/Guardian, to ensure that lesson payments are made in a timely fashion.
2. Lesson accounts in arrears will result in suspension of lessons until payment in full is remitted. Lessons missed for nonpayment will not be offered a make up.
3. Should Student fail to attend first scheduled monthly lesson without notice or payment, Student will be removed from Instructor's schedule without further notice.

**Lesson Scheduling:** \_\_\_\_\_

1. Because it is not possible to offer make up lessons to every student, make up lessons are not offered to any student. Exceptions will be made at the discretion of Instructor only; please discuss make up policy with your Instructor.
2. If Instructor arranges a make up lesson with Student, and Student fails to attend, no further make up time or refund will be offered.
3. Lessons not received by Student due to Instructor absence will be made up by Instructor, or credited to Student's account.
4. In the case of inclement weather, Instructors **do not** follow area school closings. Before attending during inclement weather events, please phone LMC on 434-237-0073 for recorded information in the event of a store closing, or watch WSET Channel 13 for closing information. **Please note that a make-up lesson or credit will be arranged in the event of a store closing only.**
5. Should a fifth (5<sup>th</sup>) lesson fall in the month, this time may be used by Instructor to make up time that Instructor has missed or may miss in future (i.e., holidays), or as an Instructor vacation week.

**Student Conduct:** \_\_\_\_\_

1. In the interest of safety, Students 12 and under **must** be accompanied by an adult to and from their Instructor or while anywhere on LMC premises.
2. Students must be respectful at all times. Please maintain a respectful tone when addressing Instructors, peers, members of LMC staff, and clinicians.