



137 Saint Paul Street  
Westfield NJ 07090  
(908)232-3310  
www.NazzaroMusic.com

# Admissions Agreement 2009-2010

Page 1 of 2

*Please read both sides of this form.*

## ANNUAL TUITION:

<u>30 Minute Lessons</u>	<u>45 Minute Lessons</u>	<u>60 Minute Lessons</u>
Base Amount Annual Tuition: \$1,260.00	Base Amount Annual Tuition: \$1,890.00	Base Amount Annual Tuition: \$2,520.00
With On-time Discounts: <b>\$1,230.00</b> <i>(Read Discount Policies on other side)</i>	With 45 min. & On-time Discounts: <b>\$1,755.00</b> <i>(Read Discount Policies on other side)</i>	With 60 min. & On-time Discounts: <b>\$2,340.00</b> <i>(Read Discount Policies on other side)</i>
<b>Payment 1</b> <u>Before May 1st</u> : \$410.00 <u>After May 1st</u> : \$420.00	<b>Payment 1</b> <u>Before May 1st</u> : \$585.00 <u>After May 1st</u> : \$600.00 (Base amount before discounts: \$630.00)	<b>Payment 1</b> <u>Before May 1st</u> : \$780.00 <u>After May 1st</u> : \$800.00 (Base amount before discounts: \$840.00)
<b>Payment 2</b> <u>Before September 1st</u> : \$410.00 <u>After September 1st</u> : \$420.00	<b>Payment 2</b> <u>Before September 1st</u> : \$585.00 <u>After September 1st</u> : \$600.00 (Base amount before discounts: \$630.00)	<b>Payment 2</b> <u>Before September 1st</u> : \$780.00 <u>After September 1st</u> : \$800.00 (Base amount before discounts: \$840.00)
<b>Payment 3</b> <u>Before February 1st</u> : \$410.00 <u>After February 1st</u> : \$420.00	<b>Payment 3</b> <u>Before February 1st</u> : \$585.00 <u>After February 1st</u> : \$600.00 (Base amount before discounts: \$630.00)	<b>Payment 3</b> <u>Before February 1st</u> : \$780.00 <u>After February 1st</u> : \$800.00 (Base amount before discounts: \$840.00)

**PRINT STUDENT NAME:**

**Studio Policies:** Listed on the back of this Admissions Agreement. Please read both sides of this form.

\_\_\_\_\_ has been accepted for enrollment  
for the academic year 2009 to 2010 for

**Half Hour / 45 Minute / Hour Lessons (circle one).**

(Please note 45 minute and hour lessons may only be taken with the approval of the studio.)

Please complete one copy of this form and return it with Payment 1 as a deposit by May 1, 2009 to reserve your present teacher and time, and by May 1, 2009 for making a change. Changes will be made in the order we receive your forms and payment. Please see the Spring Information Packet for details about spot reservations. This deposit is the first installment of tuition for the year. This signed form, the Questionnaire or Annual Information Update, AND the first payment are required to hold a time-slot. Each payment upon receipt is nonrefundable. This agreement holds the family signing up responsible for the entirety of tuition and materials for the year. The schedule for the balance is: Payment 2 is due on September 1, 2009, and Payment 3 is due on February 1, 2010. If payment is not received on time, the subsequent lessons will not be taught and no makeup will be given, all payments accrue immediately, and a student may forfeit their spot for lessons.

**Yearly Lesson Schedule:** The Studio provides an exact schedule for the school year (called the Yearly Lesson Schedule) included with this agreement and on the studio website. Tuition includes informal parties, and an invitation for students to perform for two adult guests at an end-of-season recital.

**Weekly Practice Schedule:** A Weekly Practice Schedule is provided with this form to assist in recommended practice times. The parent of a younger student (high school and younger) has made it clear to the student of the practicing commitment involved in taking piano lessons.

**Materials:** Music and other materials and supplies, such as books, flash cards, awards, etc. will be distributed throughout the year and you will be receiving a bill for them periodically. The average yearly cost is around \$60.00. An Annual Organization Kit will be given at the beginning of the academic year (or at a student's first lesson). The Kit will include: a 3 ring binder, Tabs for organizing the binder (Practice Plans, music, music handouts and charts, newsletters, etc.), a star book (for younger students), the Piano Explorer subscription, all printing costs, and practice CDs & tapes for music to listen to and practice with at home. *This \$15 kit is INCLUDED in the \$60 estimate of materials for the year.* This amount will be billed on the second payment for the year (September). *In addition to this average cost, each student will automatically receive a set of The Winter Recordings on CD and online (\$15), and a set of The Summer Recordings on CD and online (\$20).* The Winter Recordings will be available in early winter, and the Summer Recordings available over the summer. Additional CDs are available for a cost of \$10.00 per additional CD.

**I have read, understand, and agree to both sides of this Admissions Agreement, have read and agree to the Studio Policies as listed on the back of this form, and have a copy of the Yearly Lesson Schedule & the Weekly Practice Schedule, and have filled out in full the Introductory Questionnaire or Annual Information Update.**

PARENT or ADULT STUDENT'S SIGNATURE: \_\_\_\_\_

PREFERRED LESSON DAY & TIME:

**PRINT** PARENT or ADULT STUDENT'S NAME: \_\_\_\_\_

TEACHER PREFERENCE:

DATE OF SIGNATURE: \_\_\_\_\_

Paul Nazzaro \_\_\_\_\_

**PLEASE MAKE ALL CHECKS PAYABLE TO "PAUL NAZZARO" NOT "PAUL NAZZARO MUSIC STUDIO"**

## Makeup Policy

- Two Makeups Total. A maximum of 2 makeup lessons can be given for the year if notified on time — 8:00am the day of the lesson. Notification after 8:00am will not be made up, regardless of the reason.**
- No-Shows.** Lessons missed with late (after 8:00am) or no notification to the studio that are scheduled on the Yearly Lesson Schedule or a rescheduled lesson will not be made up.
- Canceling A Lesson & Rescheduling.** Please leave a voice mail in your **teacher's voice mail box** at the studio, or email to your **teacher's studio email address**, not teacher's personal email or phone to count for notifying the studio. Only a parent or guardian may notify the studio to cancel a lesson, schedule a makeup, or reschedule a time. The studio reserves the right to have lessons be taught by different teachers due to scheduling. Makeup lessons will be mostly given during scheduled makeup weeks as listed on the Yearly Lesson Schedule.
- Sick the Day of the Lesson.** If a student is home from school/work sick the day of the lesson, a student may not attend that day's lesson, and must notify the studio as per the Makeup Policy (8:00am). If notified after 8:00am, the lesson will not be made up. Students also may not attend a lesson coming home early sick from school or work, and can not make these lessons up due to late notification. (see Studio Health Policies) Students who come to a lesson visibly sick, say they are not feeling well, or were home sick but going to school the next day, will be asked to wait in the studio's waiting area to keep everyone healthy, and the lesson will not be made up.
- Inclement Weather.** For safety concerns, the studio may cancel lessons due to inclement weather. They may be rescheduled or switched if possible, if time permits, at the discretion of the studio. These makeups will count as part of the two makeups for the year.
- Spring, Winter, and Other Breaks.** Please be aware that the studio's Spring, Winter, and other Breaks might be different from your school or work schedule. A no show due to a different break week will not be made up. If the studio is notified, it will count towards the two makeups of the year.
- Makeup Attempts.** Only 2 makeup attempts will be made for each legitimate reason. A makeup attempt includes leaving a message on voice mail.
- No Makeups in May.** Due to end-of-year time restrictions, lessons missed in May can not be made up.
- Teacher Rescheduling.** If a teacher cannot teach a lesson due to illness or personal obligations, the lesson will be rescheduled at a mutually convenient time. These lessons will not count as part of the two makeups for the year.
- Religious Observances.** If a lesson falls on a religious holiday (i.e. Rosh Hashanah, Yom Kippur, Good Friday, etc.) as listed on the Yearly Lesson Schedule, and a student can not make the lesson due to these religious observances, these lessons will be made up, and not count towards the two makeups for the year.

## Health Policies

- All Students Must Wash Hands & Use Purell.** Students must wash their hands at the studio before their lesson begins. It is clear that many sicknesses can be avoided by the simple act of washing one's hands. We have provided plenty of soap and towels for students to use. Once in the studio, we also provide Purell - a hand sanitizer used to kill 99.9% of most common germs - as many healthcare facilities, foodservice, educational and office areas now employ.
- Sick the Day of the Lesson. If a student is home from school/work sick the day of the lesson, a student may not attend that day's lesson,** and must notify studio as per the studio Makeup Policy. You might think a student is getting better by the afternoon or evening, but it is not worth it for student, parent or teacher to force a student weakened from illness to attend a lesson. Also, **students may not attend a lesson coming home early sick from school or work, and can not make these lessons up due to late notification.** Students who come to a lesson visibly sick, say they are not feeling well, or were home sick but going to school the next day, will be asked to wait in the studio's waiting area to keep everyone healthy, and the lesson will not be made up. (see Studio Makeup Policies)

## Studio Safety

- Emergencies.** Please notify me of any emergency situation as soon as possible, so I can notify appropriate people (e.g. parents, police, fire, ambulance, etc.)
- Student Drop-off/Pick-up.** We recommend arriving at the studio 5 minutes ahead of your scheduled lesson time. (take off shoes/coats, wash hands, gather books, etc.) We encourage parents to come in to touch base with their teacher every week for grade-school students, and every once in a while for junior high and high school students. If you are not coming in to touch base with your teacher a particular week, please make sure you actually see your child enter the studio, and not just drive away. For pickup, students are required to wait inside if their rides are not there. They can go outside to look, but then come back inside to wait. We also have a video camera in the entrance area to aid in student pickups.
- Please Walk.** Students/siblings/friends should never run while on the studio premises.
- Use Steps & Handrails, Not the Driveway.** Students(etc.) should walk down outside steps, not the driveway, when being dropped off or picked up. Students(etc.) should always use the handrails going up or down steps inside or outside.
- Other Safety Precautions.** Smoke alarms are installed in every room. A fire extinguisher is located in the mudroom, easily accessible by both studios. First aid kits are located in the downstairs bathroom cabinet, and the Studio B closet. (including band-aids)
- \*\*\*Remove Shoes, Bring Slippers. (AKA Mi Casa, Su Casa)** Students AND PARENTS (including high school and adult students) are to remove shoes in the mudroom to walk through the studio. This has tremendously helped keep the studio cleaner and safer for all involved. We recommend older students (or anyone using the pedals of the piano) to **bring an extra pair of slippers, extra socks, or even a pair of clean tennis sneakers (not worn into the studio)** especially for use of the pedals on the piano. Also, please leave all umbrellas in the mudroom. Thank you for your cooperation.
- While on the studio premises or any studio event, students, parents, caretakers, friends, etc. come to the studio at their own risk, and no person(s) who work at the studio, others who are at the studio, or the studio itself, shall be liable for any loss, damage, or injury whatsoever, and waive any legal right to trial and/or any compensation.
- The studio reserves the right to dismiss a student due to behavior issues or lack of practicing. No refund will be given.
- This agreement gives the studio the right to publish a student's name, photos, video, and various information related to the studio in various forms of media such as the studio newsletter, newspapers, the internet, and recordings.

## Referrals and Discounts

**The "Tell A Friend" Discount.** When you tell a friend about the studio and have a student sign up for the academic year, there is a **\$60.00 credit** to the following bill to the person who referred the new student **and** to the new student being referred. The new student must make the second payment before credit can be applied.

**The "On-Time Discount."** A total of **\$30.00 (\$45 for 45 minute lesson, and \$60 for hour lessons) per year per student** can be deducted whenever a payment is received on time with the date on the bill. There are three payments for the year, and a \$10/15/20 discount will be reflected on your bill with each payment if paid on time. For example, the bottom of your bill will say "Amount Due If Paid On Time:" and the amount will be \$10/15/20 less than the original amount owed. The **deadlines for the On-Time Discount are: May 1, September 1, and February 1. Bringing the payment to the lesson following these 3 deadlines (May 1, September 1, and February 1) is not considered part of the "On-Time Discount" and no deduction will be taken.** If you have any questions about this policy, please feel free to call the studio.

**Multiple Student Discount.** Families that have more than one student taking lessons at the studio will have an additional discount of \$20.00 per tuition payment for 2 students and over (**total of \$60.00 per year per additional student**). For example, 2 students in one family will get \$20 off each invoice, families with 3 students taking lessons will get \$40 off each invoice, etc.) This discount will be reflected on each bill.

**Senior Citizen Discounts** Seniors 60 and older can benefit from this discount policy. We will deduct \$30 from each of the three payments of the year (**\$90 total for the year**). This will be reflected on each bill.

**45 Minute Lesson Discounts.** Students who take lessons for 45 minutes instead of the half-hour are given an additional discount of \$30.00 per tuition payment (**total of \$90.00 for the year**). This discount will be reflected on each bill.

**Hour Lesson Discounts.** Students who take lessons for one hour instead of the half-hour are given an additional discount of \$40.00 per tuition payment (**total of \$120.00 for the year**). This discount will be reflected on each bill.