

# SINGERS FORUM FOUNDATION

## REGISTRATION FORM

NAME: (PRINT) \_\_\_\_\_ (DATE) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE #S: (HOME) \_\_\_\_\_ (OFFICE) \_\_\_\_\_

(CELL) \_\_\_\_\_ (Email Address) \_\_\_\_\_

HOW DID YOU HEAR ABOUT SINGERS FORUM? \_\_\_\_\_

### SINGERS FORUM REGISTRATION POLICIES

**Registration Form:** All new students must fill out a registration form before payment can be accepted for a class or lesson.

**Registration Fee:** All students are responsible for a one-time, non-refundable fee of \$15 fee per semester.

**Payment:** Classes, lessons, and coachings must be paid in full in advance of the first class or prior to a private lesson or coaching. Singers Forum accepts all major credit cards, as well as cash, personal checks or money orders made payable to Singers Forum. Our **Split-Payment Plan** is available for payments by credit card only. Half payment of full-session class fee upon registration, and second half automatically charged to credit card number on file halfway through session.

**24 Hour Cancellation Policy:** If you need to cancel a private lesson or coaching, you must call to cancel at least 24 hours in advance of your scheduled lesson time. Failure to do so will result in a full lesson charge.

**Withdrawals, Refunds, Make-ups:** Once registered, there is a fee of 25% for withdrawal up to and including the first class of a session, 50% after the second class, and 75% after the third class. There are absolutely no credits or refunds given for withdrawal after the fourth class of a session. If you miss a class, it is lost – no make-ups.

**Instructor Substitutions:** Because our faculty is comprised of working artists, it will occasionally be necessary for an instructor to miss class due to sudden or unforeseen professional obligations. In cases where a class cannot be rescheduled, Singers Forum reserves the right to substitute an equally qualified faculty member for the scheduled instructor without notice.

**Student Conduct:** Rules and procedures for students can be found in the Student Handbook, available at the front desk when you register.

ALL SCHEDULES ARE SUBJECT TO CHANGE

I, \_\_\_\_\_

(Student's signature)

have read this agreement and acknowledge the financial responsibilities contained herein \_\_\_\_\_ (date)

FOR STAFF USE ONLY:

\_\_\_\_\_  
DATE ENTERED