

WEST HIGHLAND ACADEMY OF MUSIC **STUDENT APPLICATION**



WEST HIGHLAND
ACADEMY OF MUSIC

STUDENT NAME: _____
(Please Print)

ADDRESS: _____

DATE OF BIRTH *(if under 18):* _____

EMAIL: _____

By checking this box I consent to West Highland Baptist Church sending me electronic messages. I understand I can withdraw my consent at any time by replying to the email and inserting "unsubscribe" in the subject line.

CELL PHONE: _____ **HOME PHONE:** _____

PARENT/GUARDIAN NAMES: _____

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT PHONE: _____

HEALTH ISSUES: _____

INSTRUMENT of CHOICE: _____

Conservatory level completed: (if any) Junior 1 2 3 4 5 6 7 Senior 8 9 10

Interested in preparing for a Conservatory Exam? YES NO

Preferred Day/Time/Teacher:

1) _____ 3) _____

2) _____

Previous Lesson Experience and Grade Level Completed: _____

Name of Music School/Teacher: _____

Completion of this section will constitute authorization of registration.

PARENT/GUARDIAN/STUDENT (over 18) SIGNATURE: _____

DATE: _____

WEST HIGHLAND ACADEMY OF MUSIC

STUDENT AGREEMENT (2023-2024)



WEST HIGHLAND
ACADEMY OF MUSIC

West Highland Academy of Music offers instruction in musical disciplines including Vocal, Instrumental and Theory in a Christian setting and with qualified Christian teachers who are committed to serving in this capacity for the spiritual and academic advancement of their students. Teacher and student actions and words will show honour to each other and to God.

COST OF TUITION

Instrumental and Voice

Beginner to Intermediate level \$20.00 per 30 minute lesson

Senior level Grades 8, 9, 10 \$44.00 per 60 minute lesson

Families registering more than two children will pay \$18 per lesson for the third child based on the intermediate rate.

Theory

Corresponding lessons in theory for exam preparation will be offered to coincide with equivalent performance levels as needed.

MONTHLY PAYMENTS

Monthly Payments will be **due at the beginning of each month**, and no lessons will be taught until the payment is received and processed by the Academy Administrator. If opting to pay by the term, payments will be processed at the beginning of each term before lessons will be taught. Fees for exams and lesson books will be the responsibility of the student.

Methods of Payment

1. **VISA/MASTERCARD** paid in full through the office or paid monthly by pre-authorized payments by completing the pre-authorized form found online at www.westhighland.org/academyofmusic
NOTE the withdrawal refund policies on page 3.
2. **CHEQUE** or monthly **POST-DATED CHEQUES** (made out to West Highland Baptist Church) through the West Highland Church office or by mail to: West Highland Church, 1605 Garth Street, Hamilton, ON L9B 1X8
NOTE- A fee of \$25 will be applied to NSF cheques.
3. **E-TRANSFER** paid in full or monthly to accounts@westhighland.org with a memo noting payment for AOM.
4. **DEBIT** paid in full or monthly at the church office.

Past Due Accounts

No lessons will be taught until past due accounts have been brought up to date, and the student will not be able to attend the lessons or register for future programs.

Registration

- Registration for the full year of lessons, September 2023 to May 2024, including a fall term of 12 lessons and a winter/spring term of 20 lessons, will be accepted until September 8, 2023 with lessons commencing the week of September 11, 2023.
- Registration for the Winter/Spring term of 20 lessons only, will be accepted until December 29, 2023 with lessons commencing the week of January 8, 2024.
- There will be no lessons scheduled the week of March break (March 11-15, 2024).

The approval of the Academy Administrator and instructor must be obtained before registration for a partial term or late registration is accepted. Lessons will be started when Registration is complete. All lessons will take place at West Highland Baptist Church. **Note:** All music lessons are offered subject to teacher availability. *For further information, contact Jani Robinson (Academy Administrator) at jrobinson@westhighland.org.*

Please Note: for the security and safety of all involved, parents are encouraged to remain in the church facility for the duration of the lesson.

Missed lessons

It is expected that all students will be committed to regular attendance, and the following are the only exceptions to that:

- cancelled lessons by the teacher (to be made up by the teacher)
- cancellation for prolonged illness (doctor's certificate required)
- cancelled lessons falling on statutory holidays (to be re-scheduled)
- cancelled lessons due to emergency situations.

Absences with less than 24 hours notification will be only made up at the teacher's discretion, and will not be refunded. After two absences without notification, there will be the option of withdrawing, with written notice, from the course.

NOTE: PLEASE CONTACT TEACHER DIRECTLY TO CANCEL LESSONS

If missed lessons for the above reasons are not made up during the year, they will be done the last two weeks of the Academic year, with the approval of the instructor. Note: only **two** excused absences Term 1 and **two** Term 2 will be made up except in exceptional circumstances. No refund will be given for lessons not made up after this number is exceeded.

Course Withdrawal and Refund

Discontinuing lesson attendance will NOT constitute withdrawal from the program. WRITTEN NOTICE of withdrawal from West Highland Academy of Music must be submitted to the school through the West Highland Church Office in order to apply for a refund of tuition.

- 1) The date the letter is received will be the date of official notice of withdrawal from the program.
- 2) If pre-paid, refunds for remaining lessons will be issued within two weeks of the notice.
- 3) **If paying by pre-authorized credit card monthly or by the term, written notice of withdrawal from the course must be received before the 25th of the month in order to suspend payment for the following month.**

Conservatory Options

Students will have the option of preparing for Conservatory exams, with the approval of the teacher. Each student will be responsible for the exam application and payment. For vocal exams, the student will be responsible for supplying an accompanist.


Instrumental Programs

Students will supply their own instruments, and be responsible for their maintenance and repair. It is expected that piano students will have a keyboard at home for practice during the week.

Recital

Students will be encouraged to take part in a year-end recital scheduled for **Friday, June 7, 2024.**

In addition, because it is important to apply the learning that is taking place, students are encouraged to find an outlet for their musical ability either at school, at church or in the community.

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(Please detach and include with your Student Application Form)

I have read and understood the above policies and agree to follow them while enrolled in the West Highland Academy of Music program.

Submission of this Agreement will also serve as permission given for my child's photographs to be taken and used by West Highland.

Completion of this section will indicate that you have read and agree to the Student Agreement.	
_____ (Please print student name)	
_____ Signature of Parent/Guardian or Student over the age of 18	_____ Date

PRE-AUTHORIZED LESSON PAYMENTS for the West Highland Academy of Music
If you would like to use this convenient method of making a payment once a month,
please complete this application form and submit it to the Church Office
(ATTN: Academy of Music).

Choose your payment option:

1. Post-dated cheques – Please attach cheques dated the beginning of Sept, Oct, Nov, Jan, Feb, Mar, Apr, and May only, to this page. No payments are collected for December, June, July, and August.
2. E-transfer to accounts@westhighland.org with a memo noting an AOM payment
3. Debit – in person at the church office
4. Credit card – enter information below

CREDIT CARD NUMBER: _____

CARD HOLDER'S NAME: _____

EXPIRY DATE: _____

***** NOTE – If paying by pre-authorized credit card payments monthly or by the term, written notice of withdrawal from the lessons must be received before the 25th of the month in order to suspend payment for the following month.**

Payment will be deducted at the beginning of each month.

\$ _____ /monthly Starting date September 2023

There will be no deductions in December, June, July, and August.

I have the right to receive reimbursement for any credit card debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit www.cdnpay.ca.

Completion of this section will indicate authorization of payment.

I/We authorize **West Highland Fellowship Baptist Church** to charge the above amount to my/our credit card as indicated above.

Card Holder's Signature _____

Date _____