

# WEST SIDE VOCAL ACADEMY

## MAIL IN REGISTRATION FORM 1-5 ~ SINGLE LESSONS

Only use this form if you choose to mail your registration and check.  
All others use the online registration form and pay with Zelle.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Address \_\_\_\_\_ Age \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ School \_\_\_\_\_  
Home Phone \_\_\_\_\_ Student's Cell \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Parent's Cell \_\_\_\_\_  
Parent email \_\_\_\_\_ Student email \_\_\_\_\_

***Private Voice*** (circle your choice)

***1-5 Lessons***

30 Min. lesson

45 Min. Lesson

1 @ \$35.00

1@ \$52.00

2@ \$70.00

2@ \$104.00

3@ \$105.00

3@ \$156.00

4@ \$140.00

4@ \$208.00

5@ \$175.00

5@ \$260.00

Total Due \_\_\_\_\_

1 Hour (requires instructor approval) Contact us for information

Payment for Mail in Registration

\_\_\_\_\_ **Pay in Full via Check or cash - Due 8/27/23 or 1 week before the first lesson.**

Payment options using ONLINE Registration and Payment Via ZELLE

\_\_\_\_\_ **Pay in Full -Due 8/27/23 or 1 week before the first lesson.**

\_\_\_\_ I have reviewed the payment schedule above and agree to make timely payments according to the payment option I have selected. I understand that no lessons will be given if my account is not up to date and lessons missed due to late payment will not be made up by the instructor.

**Return this form with lesson time options completed to:  
West Side Vocal Academy 1301 Weathervane Lane, Akron, OH 44313**

Student Name \_\_\_\_\_ Phone \_\_\_\_\_

Please list up to 5 available times. (i.e. #1/M1-4 , #2/T 4-5:30, #3/Th-3:15-7:00 etc.)

**Lessons will be scheduled when registration and payment have been received.**

|           | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--------|---------|-----------|----------|--------|----------|
| Morning   | _____  | _____   | _____     | _____    | _____  | _____    |
| Afternoon | _____  | _____   | _____     | _____    | _____  | _____    |
| Evening   | _____  | _____   | _____     | _____    | _____  | _____    |

Notes:

## **Payment and Registration Options for *Single Lessons* ~ 1-5 lessons**

**Use online Registration form and Pay with Zelle @**

**westsidevocalacademy@gmail.com**

- 1. Pay in Full via Zelle - at least 3 days before your first lesson. Preferred Method**
- 2. Pay in Full Via Check with the single registration form (on the 4th page) at least 1 week before the first lesson.**

To Pay via Zelle -In your contacts create a Contact for West Side Vocal Academy  
Add our email. [westsidevocalacademy@gmail.com](mailto:westsidevocalacademy@gmail.com) Easily sign up for Zelle from your Bank Account.

Simply go to Zelle - choose send money,

Choose westsidevocalacademy@gmail.com enter the amount and send!

**We apologize - Credit Card Payments are currently unavailable.**

## **West Side Vocal Academy Contract: 2023**

I, \_\_\_\_\_ (purchaser) agree to enroll \_\_\_\_\_ (student) into Session 3 at WEST SIDE VOCAL ACADEMY. Date \_\_\_\_\_

### **Tuition Policy:**

1. Payments may be cash or check made payable to WEST SIDE VOCAL ACADEMY.
2. A \$15.00 fee will be added to your account for all returned checks.
3. Payment and signed contract are due on the due date stated on the bottom of this form, or thereafter, pending cancellation of this contract by the instructor.
4. The purchaser understands and agrees that tuition payment secures individual instruction for voice and classes chosen and is binding to the rules of this contract.

### **Early withdraw/Student Dismissal:**

1. The purchaser agrees that withdrawing within the first 5 weeks from the current Term will not require any reimbursement from the WEST SIDE VOCAL ACADEMY .
2. The purchaser agrees that withdrawing after 5 weeks will result in payment of \$40.00 per 1/2 hour, \$60.00 per 3/4 hour, and \$80.00 per hour. This new rate will then be deducted from the payments made up until the withdraw date. A payment must then be made to cover the new balance or a refund will then be issued for the balance remaining.
3. The instructor can expel any student, at any time, for any reason, from all lessons. The purchaser understands and agrees that a students dismissal for any reason, does not require any reimbursement of any portion of tuition.

### **Lesson Cancellation/Absence policy: Text your Instructor**

1. **Twenty Four Hour** notice is required to receive a makeup lesson cancelled due to illness etc.
2. **5 day** notice is required to receive a makeup for a lessons cancelled due to schedule and/or rehearsal changes.
3. **Two Week** notice is required to receive a makeup for scheduled cancellations (vacation, field trips, school functions, dress rehearsals etc). This guarantees a make-up by the instructor either before or after the said absence.
4. Because WEST SIDE VOCAL ACADEMY has committed to a schedule made with Weathervane Playhouse, as the purchaser has with the instructor, make-up lessons or reimbursements are not guaranteed and are subject to the instructor's approval.
5. Approved absences will be made-up at a mutually agreeable time between the student and instructor. A reasonable effort will be made by the purchaser and the instructor in scheduling approved make-up lessons. **Lessons should be made up within the semester from which they were cancelled.** Exceptions to this rule must be approved by the instructor.
6. The instructor is not responsible for make-up lessons due to illness, forgetfulness, tardiness, unavoidable cause, or untimely notification. Make-up lessons due to the above circumstances are at the discretion of the teacher and are not guaranteed.