

**DIVENTI**  
STUDENT POLICIES & REGISTRATION



**STUDENT:** \_\_\_\_\_ **LESSON DATE & TIME:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_ **MONTHLY TUITION FEE:** \_\_\_\_\_

**FIRST LESSON:** \_\_\_\_\_

**TUITION**

Payment for lessons is tuition based. This allows for the same payment each month, although not every month will have the same number of lessons. The tuition amount is based upon 37 weeks of instruction over a 10 month period. The first payment is due 1 September 2017. Per lesson, this works out to \$30 for 30 minutes and \$45 for 60 minutes of private instruction or \$15 for 60 minutes of group instruction.

Tuition is due the 1<sup>st</sup> of every month (September – June) and is payable by check or credit card. Checks may be given directly to the teacher. For credit card payments, please use [DIVENTIMUSIC.com](http://DIVENTIMUSIC.com).

**LESSON RESCHEDULING**

The Student is charged the Monthly Tuition Fee for each month the Student is registered, whether or not the Student attends his/her lesson. However, we understand that emergencies and illnesses do arise, which give cause to missing a lesson. As such, a lesson missed due to emergency or illness may be rescheduled within the following guidelines:

1. Notice is given to DIVENTI at least 6 hours prior to the Student's scheduled lesson
2. The date and time of the rescheduled lesson must be determined on the same day as notice is given and for a date within 15 days from the missed lesson
3. If the Student cannot attend the rescheduled lesson, the lesson may not subsequently be rescheduled
4. Due to the nature of group classes, students enrolled in group classes may not reschedule lessons for any reason

**FREQUENCY OF LESSONS**

Lessons occur weekly at the predetermined Lesson Date & Time. Should the Lesson Date & Time need to be altered, every effort will be made to accommodate this need. However, no guarantee can be made that a new Lesson Time will be available with the Student's current Teacher.

**WITHDRAWAL**

A Student may discontinue his/her lessons for any reason. However, the following guidelines apply:

1. The Student will need to provide DIVENTI with a written request to withdraw
2. The written request should be received at least 15 days prior to the Withdrawal Date
3. After the Withdrawal Date, remaining tuition will be calculated, owed and paid

Student (Parent/Guardian) Initials: \_\_\_\_\_

**TEACHER CANCELLATIONS**

Should the need arise for a Teacher to cancel a lesson due to an emergency or illness, DIVENTI may provide a substitute teacher to cover for the Teacher’s absence. Should a substitute teacher not be available, DIVENTI will either: (a) credit the Student for the missed lesson or (b) reschedule the missed lesson.

**STUDENT COMMITMENT**

The study of music is a wonderful adventure which yields tremendous personal growth. Growth arises in various forms and degrees, but is most often observed in the areas of: self-discipline, commitment, ability to tackle challenges and personal accomplishment. However, this development does not occur without a concerted effort on the part of both the Teacher and Student. Therefore, Teachers at DIVENTI not only hold themselves to a professional standard of conduct, but also expect much from their students.

To maximize the learning and growing experience, the Student agrees to abide by the follow Student Guidelines:

1. The Student will bring all lesson materials to every lesson
2. The Student will practice regularly as directed by his/her Teacher
3. The Student will maintain a practice journal recording:
  - a. Days and times he/she practiced
  - b. Observations from practicing
  - c. Questions for the next lesson
4. The Student will be on time for lessons and focused to receive instruction

**PARENT/GUARDIAN RESPONSIBILITIES**

The support of a Parent/Guardian is directly beneficial to the Student’s growth. As such, those responsible for the Student will encourage him/her to fulfill the Student Guidelines. Also, the Parent/Guardian recognizes the following:

1. DIVENTI is not responsible for providing before- or after-class care for the Student
2. The Parent/Guardian will bring the Student to the lesson on time and allow for a timely departure following the lesson
3. For any Student under the age of 5, the Parent/Guardian will remain with the Student

**SIGNATURES**

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
DIVENTI Date

**CONTACT INFORMATION**

Student     Parent/Guardian

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

Mailing Address:

Box containing contact information fields: Name, Phone, Email, Student Date of Birth, Mailing Address.