

**Registration/Calendar:**

Classes will be held once per week beginning the week of February 7, 2022 and ending the week of May 9, 2022, with no classes March 7 & April 4. Registration may be done either via the website "Classes" tab, by email at lessons@allegroGR.org, by phone at 616-301-3888, or in person.

**Payment of Fees:**

Tuition fees as listed on the on-line Registration Form include weekly classes as described above. Payment shall be made prior to the first day of class by either credit/debit card, check, money order, or cash. Payments can be mailed to: Allegro School of Music, 4301 Ambrose Ave NE, Grand Rapids MI 49525. Returned checks will be assessed a \$29 NSF fee.

**Missed Classes:**

We understand that illness, family emergencies and other unavoidable conflicts arise occasionally. Please let our office know at 616-301-3888 if your child must miss class, preferably at least 3 hours ahead of time. Unfortunately for these types of classes, make-up classes are not usually possible; however if a comparable class is offered later the same week, absentees are welcome to attend such a class, once arranged through our office. No refunds are given for missed classes.

**Photos:**

Photos and/or video may be taken during lessons, classes, and/or special studio events for the school's use. Enrollment in a class indicates consent for the school to use the enrollee's likeness in promotional materials such as the school website, Facebook page, newsletter, written materials, and the like. If you would like to opt out of this, please indicate so in writing to office@allegroGR.org or to the address above.

**Injuries:**

Parents, legal guardians of minors, and students consent to waive their right to any legal action in the unlikely event of injury sustained on school property during the course of or as a result of enrollment at Allegro School of Music.

**Withdrawals and Refunds:**

You are signing up for Winter/Spring Session 2022 in its entirety. Enrollment cancellations before the first class period will be granted a full refund minus a \$15 non-refundable fee. No refunds are given for students who withdraw from a class after the first class period. Withdrawal must be done by speaking directly to office staff, not the instructor. To withdraw from a class, a parent/guardian must:

1. Inform school administration in person, by email or by phone, **and**
2. Complete and sign a withdrawal form provided by the school office.

Any payment adjustments will be made after these steps have been completed. Enrolled students agree to follow classroom rules & instructions and the school reserves the right to dismiss students who are overly disruptive. Allegro School of Music also reserves the right to terminate classes to any student without notice. In such a case, a refund for unused classes will be given.

**I have read and understand the above policies and procedures and agree to abide by them.**

\_\_\_\_\_  
Student Name(s) (please print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date