

ENROLLMENT INFORMATION AND AGREEMENT

All information is required. Please read carefully; terms are not negotiable.

Session Information

School Quarter(s): _____

Enrollment Type: _____

Start Date: _____ End Date: _____

IAL Academy: _____

Instructor (s): _____

Lesson Days and Times: _____

Rate Applied: _____

Discount and Method (documentation attached): _____

Session Requirements and Additional Terms: _____

Client Information

Student / Client Name: _____

Street Address: _____

City, State and Postal Code: _____

Telephone Numbers: _____

E-mail Address: _____

Whom to Contact in Case of Emergency: _____

Relationship: _____

Telephone Numbers: _____

Name of Parent(s) or Guardian(s) [client(s) if student is under 18]: _____

Street Address (if different from student address): _____

City, State and Postal Code: _____

Telephone Numbers (if different from student numbers): _____

Alternate, Adult (18+) Supervisors (if student is under 18 and parent or guardian cannot be present):

Name: _____

Relationship: _____

Telephone Numbers: _____

Name: _____

Relationship: _____

Telephone Numbers: _____

<p>Administrative Use Only</p> <p>Session Evaluation Score: _____</p> <p>Instructor Recommendations: _____</p>
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Rates:

1. Current rates and fees are below. Basic rates, as well as any projections, are available on the IAL Website. Checks, when accepted, should be drawn to *Institute of Arts and Letters*. See Policy #1.

Language semi-quarterly	\$540	Private lessons. 12 hours. Must be completed in one session (6 weeks).
Language semi-quarterly	\$240	Private group lessons. 12 hours. Minimum three students. Must be completed in one session (6 weeks).
Language business session	Hourly + mileage	Hourly x instruction , preparation and evaluation. Minimum eight weeks, 32 hours. Must be completed within session dates. Full session completion and payment required. Prepayment required for commencement.
Language private hourly	\$45	Base rate. Provided only at instructor's discretion. Session and enrollment requirements apply.
Language private group hourly	\$20 / student	Base rate. Provided only at instructor's discretion. Session and enrollment requirements apply. Minimum three students
Language business hourly	\$50	Base rate. Provided only at instructor's discretion. Session and enrollment requirements apply.
Music quarterly	Base + \$115	Private lessons. Session = pro-rated 13 weeks per calendar quarter. Must be completed in one session. Includes one lesson per week, group workshop, public recital, study guide and evaluation.
Music quarterly	Base + \$115	Private group lessons. Session = pro-rated 13 weeks per calendar quarter. Minimum three students. Must be completed in one session. Includes one lesson per week, group workshop, public recital, study guide and evaluation.
Music quarterly	\$140 / student	Institutional group lessons. Six weeks, one hour per week. Minimum three students. Make-up times not available. Institution session and enrollment requirements apply.
Dance semi-quarterly	\$150 / student	Private group lessons. 12 hours. Must be completed in one session (6 weeks).
Dance camp	\$300 / student	Private group lessons. 12 hours. Must be completed in one session (6 weeks). Includes audio materials, costume materials, a costume workshop, a recital, and Student Forum membership.
Dance semi-quarterly	\$160 / student	Institutional group lessons. Six weeks, one hour per week. Minimum three students. Make-up times not available. Institution session and enrollment requirements apply.
Music/dance per minute	\$1	Base rate. Provided only at instructor's discretion. Session and enrollment requirements apply.
Music/dance group hourly	\$20 / student	Base rate. Provided only at instructor's discretion. Session and enrollment requirements apply. Minimum three students
Workshop hourly	\$20 / student	Base rate. Provided only at instructor's discretion. Session and enrollment requirements apply. Minimum three students. Required quarterly for all music and dance students.
Recital hourly	\$20 / student	Base rate. Provided only at instructor's discretion. Session and enrollment requirements apply. Minimum three students. Required quarterly for all music and dance students. Additional venue fees may be required. See Policy #7.
Event deposit / security	\$100 / student	Required per event for all students. Two valid credit cards required from all clients. Fee(s) applies/apply in cases of scheduled event non-attendance and/or in terms of Policy #7. Fee(s) charged to credit card(s) when not provided as deposit. Refundable, with exceptions, when provided as cash deposit(s) with enrollment.
Mileage	\$.65 / mile	Round-trip. Subject to change at any time with notice. See Rates #2.
Instructor text	Varies	Per subject and level, as listed on the Institute of Arts and Letters Website
Accompanist	Varies	Required for various students. Client is responsible for scheduling and payments.
Copies	\$.20 / page	Black and white only
Late fees	\$25 / week	See Policy #3.
Discounts	Various	All discounts listed on the Institute of Arts and Letters Website shall be valid per enrolled session. See Rates #2. All discounts are subject to the terms and restrictions of this agreement. One discount per student/client, except when expressed in discount terms. All discounts require official documentation.
Good-student	10%	Applies to all private sessions. Validated proof of GPA of 3.5 or higher in K- university required.
Mensa+	10%	Applies to all private sessions. Student, parent or guardian must be a member of an intelligence society requiring proof of IQ in no less than 98 th percentile. Member number required.
Alternative education	10%	Applies to all private sessions. Current enrollment in a qualifying Waldorf, Montessori or state-approved home-school program.
AP/GATE	10%	Applies to all private sessions. Current enrollment in a qualifying AP or GATE program.
Arts Program	10%	Applies to private music and dance sessions. Current enrollment and participation in a qualifying fine or performing arts program in kindergarten through university.
Assignment responsibility	10%	Applies to private music sessions. For continuing students, Assignment Journal completion of five or more assigned practice times per week in the previous session. Completed weekly Assignment Journal pages required
Low-income	10%	Applies to all private sessions. Income must be at or beneath \$20,000 for a single-person household and may increase by \$10,000 per person in each household. Proof of income (federal tax reports) required.
Sibling / family	15 %	Applies to private music and dance sessions. Lessons must be consecutive, and sessions must be identical and purchased simultaneously. Construction of lesson times, individual time-share or team work, at instructor's discretion.
Multi-instrument	15% + \$115	Applies to private music sessions. Lessons must be consecutive, and sessions must be purchased simultaneously. Construction of lesson times at instructor's discretion. \$115 deducted per additional instrument studied.
Referral	Free lesson	Applies to all private and business sessions. May be in addition to any other discount. Free lesson credit is applied to client's account upon referral session enrollment. Session enrollment required. Credit must be applied to client's new session no later than one week prior to that session's due date.
Session payment	3%	Applies to private music sessions. May be in addition to any other discount. Full quarter payment or full quarter + partial quarter payment.
Other discounts	Various	Coupons, Website, contests and promotions

2. Rates and fees are subject to change at any time. Client is responsible for regularly reviewing Institute of Arts and Letters Website and Student Forum for projections and notices. Except within a contracted session, rates listed on the Institute of Arts and Letters Website shall supercede rates above and details listed on Website shall be in addition to above.

Policies:

1. Client must pay all fees, as outlined in rates section above, no later than 48 hours prior to appointment times. Payments received less than 48 hours prior to appointment times will result in appointment cancellations, and client will be subject to any applicable consequences for cancelled lessons. See Policy #5. All enrollments require full session obligation. Full prepayments are required for commencement of all lessons, sessions and quarters, excepting full private music quarters, which may be divided into two or three payments. Payments for private music quarters with fewer than 9 weeks remaining may not be divided; private music quarters with fewer than 12 weeks remaining may be divided into two payments only. Prepayments are necessary for the holding of multiple appointments and appointments made more than one week (seven days) in advance. Session renewals are due two weeks (14 days) prior to the end of each session. Renewals of sessions accounting for two or more hours (including drive time) of instructor's time are due one month (four weeks) prior to the end of each session. Payments are not refundable for any reason, and prepayments expire one week (seven days) following the last paid lesson on a regular weekly schedule. Payments must be made in the form of cash, credit, Pay Pal electronic transfer, or official check. Personal checks are not accepted except under circumstances agreed upon by instructor and owner. When accepted, checks may not be postdated. Client is responsible for all costs associated with returned or cancelled payments and the collection of funds, including, but not limited to, non-payments. Costs associated with returned payments and the collection of funds include, but are not limited to, bank fees, court fees, costs associated with the acquisition of replacement funds (face value of amount owed by client) obtained at the sole discretion of owner/chief administrator, sale of client's account to any buyer at any rate or percentage, and an administrative rate of \$60 per hour of instructor/owner time used in all activities associated with collection attempts, at one-hour minimums. Client must provide two credit card numbers and authorization to charge these cards for any fees due in accordance with this agreement, charged in case of default after following any collection attempt. Only one discount may be applied per family, except where noted. Discounts require documentation; if, at any time, documentation is found to be false, or if documentation is not presented, client is responsible for any difference in fees, as well as consequences for late payments. See Policy #3.
2. Completion of enrollment obligations per session or quarter is required: Client is obligated to complete enrolled session/quarter, as noted in start and end dates on page 1 and detailed in any additional communication confirmed and agreed upon by Institute of Arts and Letters chief administrator. Upon second-session/quarter enrollment, if client intends to discontinue future lessons, beyond current session/quarter obligation, notice of 45-days in advance of end of client's current session/quarter must be provided to owner/chief administrator. If this notice is not provided, client is required to pay full tuition and fees for session/quarter immediately following client's current session, and services for this payment are not required to be provided to client. For school and business client enrollments, failure to complete current or required future enrollment obligations will additionally result in a minimum fee of 3 times the full value of client's enrollment obligation, including all projected costs associated with that enrollment, as well as a per-session/quarter fee of \$3000. Payment is due and costs associated with collection of late payments and fees apply as in Policy #1.
3. Late payments, including but not limited to those caused by check returns, postdated checks, non-payments and untimely cancellations, are subject to a fee of \$25 per week. Frequent late payments may result in expanded prepayment requirements. Client is responsible for all costs associated with collection of late payments and fees. See Policy #1.
4. If studying with an instructor contracted by the Institute of Arts and Letters, neither client nor any of his/her/its subsidiaries, other businesses, affiliations, interests, or individuals employed, contracted or otherwise related to such subsidiaries, other businesses, affiliations, interests or individuals, may directly or indirectly solicit or encourage instructor to leave/terminate his/her contract with and/or circumvent the Institute of Arts and Letters by working with and accepting payment from client directly or working for or with any client subsidiary, other business, affiliation, interest, or individual employed, contracted or otherwise related to such. Client, and his/her subsequent referrals, of Institute of Arts and Letters remain clients of Institute of Arts and Letters; neither client nor any of his/her/its subsidiaries, other businesses, affiliations, interests, or individuals employed, contracted or otherwise related to such subsidiaries, other businesses, affiliations, interests or individuals may become clients of contracted instructor at any time during the term of this agreement or for 36 months after its termination. If client violates these terms, client must surrender full tuition and fee amounts paid to contracted instructor, plus one \$720 fee per 12 hours of study with contracted instructor, to Institute of Arts and Letters for a term of 36 months. In addition, client must pay a \$2000 per violation fee. These payments shall not be construed as liquidation of damages to Institute of Arts and Letters, nor shall they impair, impede or prejudice Institute of Arts and Letters' right to seek injunctive and other equitable relief from client's actions. Fees and damages are due immediately, and client is responsible for all costs associated with collection of these fees and any ensuing legal action, including, but not limited to, court fees and an administrative rate of \$40 per hour of owner time used in all activities associated with collection attempts, at one-hour minimums. See Policy #1.
5. Instructor must be made aware of *and confirm* lesson cancellations at least 48 hours prior to appointment times, except in the cases of sudden illness, in which cases instructor must be made aware of and confirm cancellations at least two hours prior to appointment times. Failure to give notice and receive confirmation of cancellations within these timeframes will result in client's forfeiture of payments and any related fees for cancelled lessons and late payments. See Policy #3. Client may cancel only one lesson per month (four weeks) or 3 lessons per enrolled session/quarter of no less than 13 weeks of instruction, with or without notice, for any reason; further cancellations within one month are subject to client's forfeiture of payments and any related fees for cancelled lessons and late payments. Frequent cancellations of any kind may result in student's dismissal from Institute of Arts and Letters and loss of student benefits, including, but not limited to, those outlined on Website.
6. Excess use of instructor's/owner's time, including, but not limited to, that at meetings, student or worksite observations and private recommendation sessions, is subject to an hourly administrative fee of \$60 per hour, at half-hour minimums.
7. Students are required to participate in quarterly/session workshops (all students) and recitals (music and dance students only) unless otherwise agreed upon by owner or chief administrator, and non-participating clients will be required to pay a \$60 per-student, per-event administrative fee, in addition to regular per-student workshop and recital fees, not including deposit/security fee. Enrollment and fees are due at the time of session/quarter enrollment, or 30 days prior to the event occurring first for hourly clients. A refundable, \$100 per-student, per-event deposit/security-fee hold is due at the time of session/quarter enrollment, or event enrollment when event enrollment dates occur after session enrollment has been completed, for all clients for both workshop and recital (if applicable), as well as for all required and extra-curricular events for which client enrolls. After enrollment, cancellations will result in the loss of client's prepayment and deposit/security fee and a \$60 per-student, per event administrative fee. With or without deposit, client must provide two credit card numbers and authorization to charge these cards for any fees due; fees associated with failure to attend events and event damages may be charged immediately. Client may also be responsible for event venue fees. Client is responsible for all damages, including, but not limited to, loss of deposit, resulting from misbehavior or mishaps of client, students and client's guests at event venues and failure to uphold venue or event contracts or commitments. Client and client guests may not take flash photographs or operate video equipment during workshops, recitals or lessons without permission of instructor and Institute of Arts and Letters owner or chief administrator.

8. If lessons are given in-home or on a work site, client's home or site must be a clean, non-smoking one with workspace and equipment appropriate for lessons given, and no smoking may occur anywhere on the premises 24 hours prior to instructor's arrival nor while instructor is present. If client's home or site is found not to meet these requirements at any time, including but not limited to the day and hour of a lesson, lessons given in-home or on-site may be cancelled by instructor, and client will be subject to any applicable consequences for cancelled lessons. See Policy #5.
9. Client accepts all liability for any damage to his or her person (physical and mental) or property, as well as that of his or her children or guests, while studying or performing at any Institute of Arts and Letters studio or lesson or event location, as well as in transit to such location, and releases Institute of Arts and Letters and its proprietor, Tiffany D Moon, as well as its contracted instructors, from all liability related to such damage or death. Client is responsible for all damages, including but not limited to repair or replacement (determined and conducted at instructor and chief administrator's discretion) of property and treatment of instructor or administrator illness, for damage caused by client, students and family/friends/guests of client at any Institute of Arts and Letters studio or lesson or event location.
10. An adult *must* be present for the duration of each lesson given to a minor. Lessons given to a minor will not begin until minor's accompanying adult is present, and lack of presence of accompanying adult for the duration of a lesson will constitute an untimely lesson cancellation. See Policy #5. Any adult accompanying a minor must be listed above and is fully responsible for the welfare of that minor. Written notification of additional adult supervisors must be submitted to instructor no later than 48 hours prior to appointment times during which those adults will be present.
11. Materials created and distributed by instructor or Institute of Arts and Letters are property of instructors, owner or Institute of Arts and Letters and may not be duplicated or distributed by client without written permission from Institute of Arts and Letters owner and chief administrator.

Requirements:

1. The study of music, dance and language requires time, practice and dedication. For this reason, students and their parents or guardians (clients) are required to follow carefully the instructions of their instructor(s) and Institute of Arts and Letters owner/chief administrator. Any deviation from these instructions may cause negative results, which may not be construed as the responsibility of Institute of Arts and Letters owner, instructors or administrators or the result of owner's program or instructor's lessons. Deviations from owner/administrator/instructor instructions may result in client's dismissal from Institute of Arts and Letters, at any time, loss of payment and student benefits, including but not limited to those outlined on Website, and any applicable fees, as well as any applicable damages. See Requirement #2.
2. Students and their parents or guardians (clients), as well as institutions, their owners, administrators and employees, are required to positively represent Institute of Arts and Letters and its owner, administrators and instructors at all times. Failure to do so may result in dismissal from Institute of Arts and Letters and loss of student benefits, including but not limited to those outlined on Website. Intentional negative representation or attempts to damage Institute of Arts and Letters and/or its owner and/or instructors in any way may also result in legal action. Clients found, at the sole discretion of Institute of Arts and Letters administrators and owner, to have engaged in negative or otherwise damaging behavior, including but not limited to failure to uphold contract requirements, misbehavior while representing Institute of Arts and Letters, public complaints, and contact with Institute of Arts and Letters' partners, affiliates, business contacts and individual colleagues without permission, will be required to pay a minimum \$2000 fee per incident, due at the time of incident. Client is responsible for all costs associated with collection of these fees. See Policy #1.
3. Students are required to spend a reasonable and consistent amount of time studying with instructor and following owner/instructor program/curriculum and instructions before assessing lesson results. No assessment of the quality or effectiveness of lessons may be made prior to one quarter, or three months, of consistent weekly lessons, and no less than two years of lessons are necessary for the evaluation of competency acquired through these lessons. Assessment periods for effectiveness of business and theater programs may differ and must be agreed upon in writing prior to commencement of program.
4. Students of music and dance are required to keep themselves in good health and to be considerate of the health of other musicians and dancers. Students believed to be disregarding this expectation may be liable for all consequences associated with lessons cancelled due to illness or injury and damages for illness acquired by instructors and administrators. See Policies #5 and #9.
5. Students are advised to use a recording device during lessons and practice, and may be required to purchase instructional and performance items, such as, but not limited to books, worksheets, stave paper, metronomes, instruments, practice clothing and costume pieces. Failure to use a recording device, for music lessons in particular, or purchase necessary materials may hinder progress or cause negative results. See Requirement #1. Recordings of instructors or any individuals other than client/student may not be reproduced or distributed, including but not limited to online posting, without express permission from instructors and chief administrator or owner.
6. Clients are required to enroll in the on-line student Web group for information and notices. Failure to join the group may result in lack of information and inability to follow instructions. See Requirement #1. Failure to follow instructions may also result in negative representation of owner and Institute of Arts and Letters. See Requirement #2.
7. Students must obtain owner's, administrators' and instructors' permission to perform, solicit performance work, participate in workshops, study with other teachers or coaches, and produce recordings. Failure to do so may undermine techniques being taught by owner/instructor and cause negative results. See Requirement #1. Failure to obtain this permission may also result in negative representation of owner, instructors and Institute of Arts and Letters. See Requirement #2. Students and clients may not contact organizations or individuals with which Institute of Arts and Letters arranges events, including but not limited to competitions, festivals and field trips, without prior permission by Institute of Arts and Letters' owner and chief administrator. Doing so may result in negative representation. See Requirement #2.
8. Parents or guardians (clients) of minors (students) are required to supervise and aid their children's study, practice and assignment completion at all times; at no time may a minor be given sole responsibility for study, practice or assignment completion. Parents must also set reasonable, responsible and consistent study and practice rules and times for their children, as advised by instructor. Failure to do so may hinder progress or cause long-term negative results. See Requirement #1.

Signatures

1. Student signatures are required, regardless of age or writing ability. If students are minors, students and parent or guardian (client), below, must have discussed and reached mutual understanding of information above, and parent signature is required below. By signing below, clients and students certify that they understand and agree to rates, policies and requirements above.

Signature of Student _____ Date _____

Signature of Student _____ Date _____

Signature of Student _____ Date _____

Signature of Student _____ Date _____

2. Parent (client) signature is required if students are minors. By signing below, parent certifies that he or she understands and agrees to the rates, policies and requirements contained in this agreement. Further, parent certifies that he or she has discussed and reached mutual understanding of information above with his or her children (students).

Signature of Parent or Guardian _____ Date _____

3. Client signature is required when client is a business, school or theater program administrator. By signing below, client certifies that he or she understands and agrees to the rates, policies and requirements contained in this agreement. Further, client certifies that he or she has discussed and reached mutual understanding of information above with employees or performers (students).

Signature of Client _____ Date _____

Media Use

One of the following agreements about media use must be selected and signed.

1. Client grants Institute of Arts and Letters and its proprietor, Tiffany D Moon, as well as media agents acting on behalf of proprietor, permission to record audio and visual images of client and students (if students are not clients) during lessons, workshops, recitals and other related events and to use these images for educational purposes, as well as for promotion, as in, but not limited to, brochures and Website of Institute of Arts and Letters. Client understands and agrees that all such images are the property of Institute of Arts and Letters and Tiffany Moon Enterprises.

Signature of Client _____ Date _____

2. While client grants Institute of Arts and Letters and its proprietor, Tiffany D Moon, as well as media agents acting on behalf of proprietor, permission to record audio and visual images of client and students (if students are not clients) during lessons, workshops, recitals and other related events and to use these images for educational purposes, he or she denies Institute of Arts and Letters and its proprietor permission to use these images for the purpose of promotion. Client understands and agrees that all such images are the property of Institute of Arts and Letters and Tiffany Moon Enterprises.

Signature of Client _____ Date _____

Credit Card Information

Two credit card fields must be completed.

1. Card Type: Visa / Master Card

Name on Card: _____

Street Address (if different from client address): _____

City, State and Postal Code: _____

Number: _____ Expiration Date: _____ Security Code: _____

By signing, I authorize the Institute of Arts and Letters to charge the credit account described above in accordance with the terms of this agreement. I certify that the account information provided is accurate and current, and I understand that it is my responsibility to provide accurate and up-to-date credit account information throughout the term of my enrollment with the Institute of Arts and Letters. I understand and agree that I may be held responsible for costs and actions associated with fraudulent or inaccurate account information.

Signature: _____ Date: _____

1. Card Type: Visa / Master Card

Name on Card: _____

Street Address (if different from client address): _____

City, State and Postal Code: _____

Number: _____ Expiration Date: _____ Security Code: _____

By signing, I authorize the Institute of Arts and Letters to charge the credit account described above in accordance with the terms of this agreement. I certify that the account information provided is accurate and current, and I understand that it is my responsibility to provide accurate and up-to-date credit account information throughout the term of my enrollment with the Institute of Arts and Letters. I understand and agree that I may be held responsible for costs and actions associated with fraudulent or inaccurate account information.

Signature: _____ Date: _____

Privacy Policy

The Institute of Arts and Letters will not sell or distribute your information to third parties, and your documents will be contained in secure files. Your information will only be used in accordance with the terms of this agreement.