



Laurel School of Music
628 Main Street
Laurel, MD 20707
(301) 498-4479

E-mail: aroda@laurelschoolofmusic.com
Visit our Website: www.laurelschoolofmusic.com

NEW STUDENT INFORMATION SHEET

Welcome to the Laurel School of Music. We appreciate your enrollment with our School and we look forward to joining you in your musical journey. Below are helpful points about our School (all the information on this sheet is given in the Registration Form, Policy Sheet and Missed Lesson Policy sheet). **This is a quick guide:**

Registration:

Please read carefully the **Policy Sheet** and **Missed Lesson Policy** (keep the copies for your records)
Please fill out the **Registration Form** and **return** it (signed) to the School.
Please bring your **payment** for the month or remainder of the month to your **first lesson**.

Payments:

Invoices are sent out generally in the last week of the month for payment of the next month's tuition.
Remember that tuition is paid for the month at the beginning of the month.
Payments are due on the **first of the month or the due date** stated on the Invoice.
Late fee of \$5.00 will be assessed after the late date.

KEEP FOR YOUR RECORDS

Missed Lesson Policy:

Please make sure to read a copy of the **MISSED LESSON POLICY**.

Student Cancellation: If a student cancels the lesson whether for sickness or other appointment, the lesson will still be charged. Please leave a message on the School answering service for your teacher if you will not be present for your lesson. Remember, teachers are paid for the lessons that are SCHEDULED, not necessarily for the lesson that are given. The teacher is paid whether the student is present for the lessons or not (unless the cancellation is a Vacation Day or previously arranged (at least 7 days) prior to cancellation date). Therefore, the School charges for unexcused absences.

Teacher Cancellation or School Closing: Student will be credited that lesson.

Vacation: Students are allowed 4 vacation days/lessons if the Vacation Allowance form is submitted at least one week before the lesson. A vacation form must be submitted. Teacher notification alone will not constitute a vacation allowance.

School Closing:

Inclement Weather: Call the School (301) 498-4479. The School will indicate on the answering message the status of the School in case of inclement weather.

Message for Teacher:

If a student must contact or leave a message for the teacher, you can leave a message on the School's message system – (301) 498-4479 or contact your individual teacher directly.

Some teachers also want you to contact them directly at the number they will give you. Ask your teacher about their preference.

Student: _____
Lesson Time: _____
Lesson Day: _____
Teacher: _____
Teacher Contact Number: _____
Phone: _____
E-mail: _____
Other: _____

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E-mail to:

aroda@laurelschoolofmusic.com

Alvin H. Roda, Director
(301) 560-2396 (local)