



THE CADY SCHOOL OF MUSIC

Bryan Cady
Director

Susan Gierthy
Assistant Director

Cinzia Cera
Scheduling Facilitator

www.cadyschool.org
819 Livingston Avenue Extension
Albany, NY 12206
518-210-1034

September 2011

Dear Parent/Student,

As always, we at the Cady School of Music remain grateful for your continued support in choosing us to meet your music education needs. As the Director, I have continued to work to keep music lessons affordable and I have chosen not to raise tuition rates in over three years and will not be raising our rates this year either.

As a reminder, we model our tuition plan after institutions such as colleges, fitness centers, dance studios, daycare, etc. What this means is that you will be paying for your time slot within a teacher's studio – effectively reserving that time for yourself – whether you are there or not. For that reason, lessons missed by students are *forfeit*, as the teacher needs to be paid for their time. Teacher cancellations will always either have a qualified substitute provided, be made up by the regular teacher, or refunded/credited if time does not allow.

To clarify:

- If you are unable to make your scheduled weekly appointment you are still responsible for the cost of that lesson, regardless of the reason.
- Teacher cancellations will be made up, or an appropriate substitute will be provided at your regular day and time.
- Lessons canceled due to inclement weather will be made up. Remember we use the **School Closings Network** to post whether we are open or closed.
- Tuition is only refundable should a teacher decide to discontinue instruction.
- If you are starting mid-semester, tuition will be pro-rated based on your start date.

Special classes (master classes, Chamber Music, etc.) are to be paid at the time of the class. Payment for other classes that may be offered during the semester will be addressed as the classes become available.

Please fill out the attached contract and tuition sheet, and mail both to the address above by Sept. 4th. Scheduling will begin the week of Sept. 5th and students will be scheduled for lessons once the information is received. The Fall Semester begins on Monday September 12th. As always, I will do my best to work with you should there be financial hardship. Please contact me directly should this be the case.

Bryan Cady
bcady@cadyschool.org
518-221-4365

The Cady School Of Music – 2011-2012

INFORMATION – Please complete.

Parent/Adult Student Name: _____

Home Phone: _____ Cell Phone: _____ Other: _____

Address: _____

*Email Address: _____

We will be using *Constant Contact* for monthly email updates this year. May we add your email to this list? Yes _____ No _____

Student #1: _____ Birthday: _____

Instrument (s) that you would like lessons on: _____

If you are a returning student, who is your teacher? _____

If Applicable:

Student #2: _____ Birthday: _____

Instrument (s) that you would like lessons on: _____

If you are a returning student, who is your teacher? _____

Student #3: _____ Birthday: _____

Instrument (s) that you would like lessons on: _____

If you are a returning student, who is your teacher? _____

Student #4: _____ Birthday: _____

Instrument (s) that you would like lessons on: _____

If you are a returning student, who is your teacher? _____

CONTRACT – Please read, sign, and date.

I understand that:

- If I am unable to make my scheduled weekly appointment, I am responsible for the cost of that lesson, regardless of the reason.
- Teacher cancellations will be made up, or an appropriate substitute will be provided at my regular day and time.
- Lessons canceled due to inclement weather will be made up.
- Tuition is only refundable should a teacher decide to discontinue instruction.
- Lessons will not be scheduled until both forms and first payment are received.

Print Name

Sign Name

Date

Fall Semester – 16 Lessons TOTAL

Monday Sept 12th, 2011 through Saturday January 29th, 2012

If you have multiple children taking lessons, or are taking multiple lessons yourself, please choose the lesson time that reflects the TOTAL amount of time that will be spent studying.

Please choose your tuition and payment plan below:

Tuition Payment for the entire Fall Semester totaling 16 lessons:

1. ____ ½ Hour Lesson - \$400.00
2. ____ 1 Hour Lesson - \$775.00 (\$25.00 Discount)
3. ____ 1½ Hour Lesson - \$1150.00 (\$50.00 Discount)
4. ____ 2 Hour Lesson - \$1525.00 (\$75.00 Discount)

Payment Plan:

1. ____ **Pay in Full**
5% Discount (Total Due: 1. \$380.00; 2. \$736.25; 3. \$1092.50; 4. \$1448.75)
Please include payment with the contract and this sheet.
2. ____ **Pay in 4 Equal Payments.**
(1. 4 X \$100.00; 2. 4 X \$193.75; 3. 4 X \$287.5; 4. 4 X \$381.25)
Please return first payment with the contract and this sheet. Following payments may be put in the mailbox in the waiting room or mailed to the school.

Payment 1 Due: With this contract
Payment 2 Due: Monday, October 10th
Payment 3 Due: Monday, November 7th
Payment 4 Due: Monday, December 12th

If paying with credit card please circle one: MasterCard Visa
Card Number: _____ Exp.: _____

Depending on your payment choice, either the full amount or only the first payment will be charged to your credit card.

Print Name

Sign Name

Date