



TCS POLICIES AND REGISTRATION

Please download this form and fill it out either electronically or by hand. Once forms are complete they can be emailed to tiffanycolstonstudios@gmail.com.

Thank you and welcome to TCS!

**Best wishes,
Tiffany Colston**



POLICIES

PAYMENT OF TUITION FEES:

Tuition is paid by automatic account debit by credit card or bank account on the 26th of the previous month. An annual registration fee is charged at the time of registration in the amount of \$35.00. All fees are non-refundable. Rejected payments and 5 days late payments will receive a \$50.00 NSF charge that will automatically be charged to the account on file. Accounts past due 10 days will be suspended/canceled until tuition is paid.

WITHDRAWALS & REFUNDS

All students may withdraw with one month (30 days) written notice from the first of the month. To withdraw an adult must complete and sign a withdrawal form provided by TCS. Withdrawals will not be accepted over the phone or email. All automatic bank debiting will stop after the one-month written notice. There are no refunds. Instructors will fulfill classes eligible for make-up.

EXTREME WEATHER/CANCELLED CLASSES

If TCS must cancel classes due to extreme weather or events beyond our control, we will make every effort to schedule makeups. There are no refunds for lessons/classes missed due to these reasons.

MISSED PRIVATE LESSONS & MAKE-UP LESSONS

Music students may arrange 3 make-up lessons per year. TCS requires 24 hours before any absence unless medical/family emergency. NO EXCEPTIONS. There are no refunds for missed lessons. TCS is flexible to work with family's schedules as things do come up.

INJURIES

Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on TCS property resulting from normal performance activity or any other activity conducted by the students before, during, or after the lesson time.

PHOTO RELEASE

TCS is hereby granted the permission to take photographs of students to use in brochures, website, posters

Signature

Date



REGISTRATION FORM

Student's Name

Date of Birth (Month/Day/Year)

Parent's Name(s)

Street

City

Zip Code

Home Phone

Work Phone

Cell Phone

Email

Class/Lesson

Day/Time

Class/Lesson #2

Day/Time

How did you hear about TCS?

Do you have any medical conditions?



METHOD OF PAYMENT

Checking Account

Credit Card (Visa, Mastercard, American Express)

Card Number

Expiration Date

CVV

Cardholder's Name

I authorize Tiffany Colston Studios to charge my account on the 26th of each month for tuition and annual registration fee (\$35). I will give TCS one month written notice to discontinue lessons and charges. I agree to TCS Policies.

Signature

Date