



149 N. Snelling Ave. * St. Paul, MN 55104 * 651/ 644-3611
www.cadenzamusica.com

Taking Lessons at Cadenza Music

Your teacher may have special policies, please follow those first!

Starting lessons?

Complete a Student Registration Form.

This gives contact information, so that your teacher can reach you. Give it to the person at the counter. You will have a scheduled time that will be your time every week. There is a \$35 one-time registration fee for new students.

How do I pay?

Pay online, by phone, or check in at the counter.

You'll get a bill for the upcoming month by email. Pay for lessons online, by telephone, or at the first lesson of the month. If you do not pay fees by the third lesson of the month, further lessons may be cancelled, at your teacher and Cadenza's discretion.

Need to reschedule a lesson?

Call at least 24 hours ahead of your lesson.

With advance notice, the teacher can find an opening for you. If you wait until the day of the lesson it will be too late and you will be charged for a missed lesson. (See "Missed a Lesson?")

Missed a lesson?

You can ask for a makeup within the next week, but only if the teacher has an opening available.

Lessons that are missed and not rescheduled will not be refunded. If your teacher misses a lesson, he or she will schedule a makeup lesson at your convenience, or you will receive a credit.

Your invoice is incorrect?

Complete an Adjustment Request form.

Complete the form, discuss it with your teacher, and once you have an agreement, get the teacher's signature. Give the signed form to the person at the counter. Your next monthly invoice will be adjusted per the teacher's direction. If there are other questions, let us know. We'll do our best to help!

Need to quit lessons for now?

Complete an Adjustment Request form.

Discuss your plans with your teacher and get the teacher's signature. Give the signed form to the person at the counter. We hope you'll be back!

Student Registration

Today's Date: _____

Instructions: Please complete this form and return it to the counter. There is a \$35 one-time registration fee for new students. Cadenza strives to use email and online payment wherever possible.

Teacher's name:

Student's FIRST NAME:

Student's LAST NAME:

School (if applicable):

Grade:

Student's Date of Birth:

Contact Information (parent if under age 18)

Contact's FIRST NAME:

Contact's LAST NAME

Email:

Street address for mailing:

City:

Zip code:

Preferred phone number:

Alternate phone number:

Alternate Contact

Alternate Contact's FIRST NAME:

Alternate Contact's LAST NAME

Alternate email address:

Street address for mailing:

City:

Zip code:

Please email me about events and promotions

Counter staff: This information should be entered into POS under the student's name. Parent(s) should be entered as alternate contact. Put form into daily receipt envelope.

Adjustment Request

Today's Date: _____

Instructions: Please refer to your teacher's policies about absences and cancellations. Please complete this form and give it to the instructor. If your teacher approves the adjustment, it will appear on your next invoice.

Teacher's name:

Student's FIRST NAME:

Student's LAST NAME:

Lesson Credit?

DATE of Lesson to be credited:

REASON for lesson credit:

Stopping Lessons?

Write date of last scheduled lesson:

INSTRUCTOR'S SIGNATURE _____

Counter staff: You can complete this form or ask the customer to do so, then put it in the teacher's mailbox. Once the teacher has approved, put form into daily receipt envelope.