



# Istein School of Music

A Genius Finds Inspiration in Music

107-06 71<sup>st</sup> Road, 2<sup>nd</sup> Floor, Forest Hills, NY 11375

Email: [info@isteinny.com](mailto:info@isteinny.com) Web: [www.isteinny.com](http://www.isteinny.com)

Office: (718) 575 8877

## Enrollment Policies

### Understanding

I hereby certify that I am the parent or legal guardian of the listed student below, a minor, to participate in ISTEIN Music School, ISTEIN GLOBAL GROUP INC. and all its programs and activities. I grant ISTEIN GLOBAL GROUP INC. the right to take and use photos and videos of the student listed above for the promotional purposes. I hereby agree to reimburse ISTEIN GLOBAL GROUP INC. for any property damage caused by the student listed above. I understand that my child's records (contacts, phone numbers, emails, and authorized pick-ups) are my responsibility to keep current and accurate. I will update my child's records through the site director whenever there is a change.

### Student Absences & Make Ups

Students taking private lessons receive **ONE** excused absence **per 12 lessons**. Any absences without **24 hours** prior notice is charged at the regular rate without exceptions. This absence will be made up at the end of the term. **NO** credits can be extended into the next term. Missed classes or ensembles will **NOT** be made up unless the class is cancelled due to a teacher absence or inclement weather. In case of multiple absences with advance notice, your credits will be kept for up to **8 weeks**. Make-up lessons will be scheduled at a later time. All make-up lessons must be requested by the parents. Make-up lessons may be given by different teachers. Make-ups are **NOT** applicable to group lessons.

### Cancellation of Classes/Ensembles

ISTEIN School of Music reserves the right to cancel any class or ensemble due to insufficient enrollment.

### Non-Discrimination Statement

ISTEIN School of Music does not discriminate on the basis of gender, sexual orientation, race, national origin, creed, age, physical or mental disability, religion, veteran-status, ancestry, genetic information, or any other protected characteristic.

### Photo/Video Policy

ISTEIN School of Music, ISTEIN GLOBAL GROUP INC may photograph / videotape classes or events for educational purposes, website and publications. If you do not wish your child or yourself to be photographed or videotaped, please submit a brief written statement to the Office.

FEES:	
<input type="checkbox"/> Enrollment: \$30	PAID <input type="checkbox"/>
<input type="checkbox"/> Insurance: \$20	PAID <input type="checkbox"/>
<input type="checkbox"/> Textbooks: *FN	PAID <input type="checkbox"/>
<input type="checkbox"/> Materials: *FN	PAID <input type="checkbox"/>

Note: \*FN = Further Notice

FOR OFFICE USE ONLY	
<b>PAYMENT INFORMATION:</b>	
Total: _____	
<input type="checkbox"/> Check	<input type="checkbox"/> Cash
Bank: _____	
Check No: _____	
Receipt No: _____	
Registered by: _____	
Entered by: _____	
<b>REMARK:</b>	
Please make check payable to <b><u>ISTEIN GLOBAL GROUP INC.</u></b>	

For more information please visit:

[www.isteinny.com](http://www.isteinny.com)