

**Lesson Registration and Automatic Clearing House (ACH) Form**

**STUDENT**

Today's Date: \_\_\_\_\_ Student: \_\_\_\_\_

Complementary Lesson Day / Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Sibling's Lesson (10 % Discount) : \_\_\_\_\_

(Separate Registration Form)

Lesson Plus Ensemble      Total Number Lesson(s) or Ensembles: \_\_\_\_\_

**FAMILY**

Parents/Guardian: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**BANKING**

Paid in Full:     Checking:     Savings:

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Two week notice is required to discontinue lessons at TGMS.

All schedule changes must be in writing and submitted to the Instructor/Office at least two (2) weeks prior to their effective date.

I (we) hereby authorize Todd Greene Music Studios (TGMS) to initiate debit entries to my (our) account indicated herein; and the financial institution named above to debit the same account for payments. I understand that a withdrawal will take place between the 3rd and the 10th of each month. If there are insufficient funds, the withdrawal will be sent through a second time. If funds are still insufficient, a "NSF" charge will occur. This authority is to remain in full force and effect until TGMS has received written notice of cancellation two (2) weeks prior to the first day of a new billing month.

**Lesson Payment and Scheduling Policy:**

For the Automatic Withdrawal option, payment will be withdrawn from your account between the 3rd and the 10th of each month. When a student starts in the middle of the month, payment for the remainder of that month will be added to the following month's billing cycle.

If an instructor is unable to give a lesson, the student will either be credited on the following month's bill, or a makeup session will be offered at the discretion of the instructor.

Credits are not allowed for any unattended / missed lessons. If an overdue balance is not paid, lessons will be discontinued until the balance is paid in full.

Todd Greene Music Studios (TGMS) is an independently owned and operated business that provides lessons and ensemble instruction at Music Go Round – Kenosha (Keynote Inc.). It is not affiliated to or a part of Keynote Inc. All claims and questions, including but not limited to: service, billing, scheduling and disputes must be directed to TGMS and its staff.

"The Fine Print": I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law. All written debit authorizations must provide that the Receiver may revoke the authorization only by notifying the Originator in the manner specified in this authorization. (Written notification must be submitted to the Business Office 2 weeks prior to the effective date, and prior to the 1st day of the new billing month.) Single entry reversals do not require authorization by the Receiver. The language in the authorization above represents the new disclosure requirement associated with the clarification of OFAC Economic Sanction Policies upon ACH Network Participants.

**Todd Greene Music Studios**

262-455-5860  
www.tgmsinfo@gmail.com  
P.O. Box 323, Burlington, WI 53105

**PLEASE ATTACH VOIDED CHECK HERE**

Please  
Initial: