

July 25, 2013

School Office
On Track Music
6233 S. Highland Drive
S.L.C. UT 84121
801-272-7917

Re: Pre-registration for guitar lessons for 2013-2014 teaching year.

Dear Students:

It is once again time to pre-register for your guitar lessons at On Track Music Instruction. Pre-registration is only open to our existing students in order to give them a chance to secure their time spots before the Fall rush. This year's pre-registration will begin Tuesday July, 30th and will close on Monday August, 5th. After that time registration will be open to the general public on a first-come first-served basis.

Important things to remember for this year:

1) New "Auto Draft" Payment Program: In an effort to keep the rising cost of processing payments and lesson tuition to a minimum, On Track Music is now offering a discount on tuition rates for students who sign up to have their lesson tuition automatically drafted from their bank account the first week of every month. This discount does NOT apply to payments made by credit cards. It is our desire that all students enroll in this new program in order to make paying tuition easier and more cost effective. **Please consult the sheet for the new 2013-2014 tuition rates to see how much the auto draft program will reduce your monthly tuition rates.**

2) Please fill out, sign, and return the attached form for the Automatic Bank Draft program. Drafts for monthly tuition will be made from the account that you indicate on the form on the 5th day of each calendar month. Registration fees and concert fees may also be drafted from the accounts that you designate.

Instructions for Pre-registration:

All students must update the student information section of the Student Enrollment Form.

Please completely fill in all student information in the appropriate areas on the Student enrollment form. We are doing a complete update of our records this year and need the form filled out in its entirety.

All adult students and parents must provide a current working email address that is checked regularly.

This is the fastest, easiest way for us to contact you concerning school business, concert events, etc.

Student Enrollment forms and Current Lesson Policies must be signed and turned in to On Track Music by Monday August 5th.

Include the \$35 yearly registration fee with your enrollment form. If the check is not included we will bill the fee to your account. If you are currently signed up to auto charge your credit card monthly, all registration fees will be added to your August payment. After August we prefer that all students who are auto charging their credit cards on a monthly basis would switch to our new "auto draft checking or savings" program. Students will be given a copy of the enrollment form once registration is completed.

There will be an additional registration form for Students joining the AMP'D Rock Band program. New spots in the AMP'D program will be available starting in September. Students may only be admitted to AMPD based on personal evaluation. Current members of AMPD still need to complete the private lesson registration form included in this packet. There will be a meeting for all prospective AMPD students announced within the next couple of weeks that anyone desiring to be in the AMPD program must attend with at least one parent.

Stephanie will be available in the office all week long to answer any questions and to make sure that student time spots are secured. Remember: starting August 6th teacher schedules will be available for booking to the general public on a "first-come first-served" basis so please complete your pre-registration forms this week!

Thank you for being a part of On Track Music Instruction, we look forward to another exciting year together!

Sincerely:

Your Dedicated Staff
On Track Music Instruction