



Please read both sides carefully before completing.

Reminders |

- Certain musical instruments have been made available by the Calgary Board of Education for use by students desiring credit in the music program.
- Completing this form is your request that a musical instrument be registered to the student named.
- Return completed form and payment to your school.

Student Information |

Please print clearly

Student's Last Name	Student's First Name	CBE ID Number	Grade
---------------------	----------------------	---------------	-------

I understand and agree to the Terms and Conditions and acknowledge receiving the following musical instrument in good condition.

Musical Instrument: _____

Make: _____

Serial Number: _____

Student Signature

Date

Parent Information |

Please print clearly

Parent/Guardian (students' primary residence)			
Last name	First name	Home phone	
Address		Work phone	
City	Province	Cell phone	
Postal code	Email		

Fee Schedule |

A rental fee is charged for use of Calgary Board of Education musical instruments as follows: Complete the information.

Number of months Student's School's Band Program (not including summer)		Monthly Fee	=	Total Annual Fee
10 months	X	\$10	=	\$100
____ months	X	\$10	=	
Summer Music Instrument Rental	X	n/a	=	\$30

Authorization for Release of Information / Acceptance of Terms and Conditions |

The personal information contained in this form is collected under the authority of the *School Act* and *Freedom of Information and Protection of Privacy Act (Alberta)* for the purposes noted in this form. If you have any questions about this collection, please contact the school principal at your school.

In signing this form:

- I understand that financial and other information provided is confidential;
- I certify that the information given in this application and in any documents attached is updated, correct and complete;
- I accept the terms and conditions of this agreement;
- I agree to pay the fees for Musical Instrument Rental by means of one of the payment options on the reverse side of this form; and
- Payment or completed payment agreement found on the reverse side of this form MUST accompany registration.

Parent/Guardian (Print Name)

Signature

Date



Terms and Conditions |

The following terms and conditions form part of this Musical Instrument Registration and Rental Agreement.

- 1 | The personal information contained in this form is collected under the authority of section 23(1) of the School Act and the Student Record Regulation and section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta) for the purposes noted.
- 2 | **A registration form must be completed and the appropriate mandatory fee settled before a musical instrument can be issued to a student.** A new Musical Instrument Registration and Rental Agreement must be completed for the use of the musical instrument at the commencement of each music program. Students are not assured of the availability of the same musical instrument they have been loaned previously.
- 3 | The parent/legal guardian, together with the student, assumes responsibility for the musical instrument through the registration period and to reimburse the Calgary Board of Education for any loss of or damage to the musical instrument.
- 4 | The parent/legal guardian is advised to carry personal insurance against loss or damage to the musical instrument. The value of these musical instruments may exceed \$500.00.
- 5 | The musical instruments and cases will be returned to the school when the music program concludes or on the request of the teacher, whichever occurs first. The student is expected to return the musical instrument to the music teacher for inspection, cleaned and in good working condition.
- 6 | The parent/legal guardian, together with the student assumes responsibility for the supplying of reeds, oil, straps, grease, strings and cleaning materials necessary in the use of the musical instrument.
- 7 | The parent/legal guardian, together with the student, shall inform the school principal immediately in the event of loss or damage to the musical instrument.
- 8 | Negligence by the student in the care of her/his musical instrument or lack of attendance at practices will result in the cancellation of the privilege accorded by this agreement.
- 9 | A refund of fees is not permitted.
- 10 | Students studying percussion must be prepared to share these musical instruments with students from other classes.
- 11 | Summer rental procedures:
 - a | A new Musical Instrument Registration and Rental Agreement must be completed and the appropriate fee submitted for use of the musical instrument during the summer.
 - b | Conditions also apply to summer registration (please note Item 3.)
 - c | The musical instrument is to be returned, cleaned and in good working condition, the first day of school after summer vacation to the school from which it was issued.

Payment Options |

- **online** | by VISA, MasterCard, VISA Debit or Interac Online. Payment can be made at using My CBE Account online fee payment website <https://webapps.cbe.ab.ca/MyAccount> once the student has been registered. Please allow 4-6 weeks for registration before checking the online fee payment system.
- **credit card** | full year payment. In person at your child's school.
- **cheque** | full year payment. Please attach cheque payable to the School to this form and return to the school.

Return Completed Form to Your School

SCHOOL USE ONLY		
Teacher (Print Name) _____	Signature _____	Date _____
School Code # _____	Registration # _____	Return Date _____