

Music Policies and Procedures

Payment of Fees:

Tuition is at the rate of _____ a month whether there are four or five lessons in the month. Our calendar is set where each lesson day gets the same amount of lessons for the year, which runs from October through September. Students or families that enroll in multiple lessons will receive a reduced rate of _____ for each additional lesson enrolled.

Tuition must be paid in one of three ways.

- Debit or Credit Card, Visa or Master Card, Discover, or American Express. Information to be submitted in person, payment will be posted on the 1st of each month.
- Quarterly payment of cash or check in person (ex: Payment for Jan., Feb., Mar., due 30 days prior, or by November 1st. Lesson time will be forfeited if this is not adhered to.)
- Check or Cash monthly with one month in advance to adhere to the cancellation clause of our policies and procedures. This check can simply be held to adhere to our policy and only posted if proper time was not allowed for cancellation. Payment of tuition is due no later than the 30th of month. Ex. November tuition would be due no later than the last day of October.

Late Payment: Payments not received by the 7th of the month will be subject to a \$5.00, per student, per week late fee charge. Lessons can be withheld if arrangements are not made. If you pay late for three consecutive months, you will be required to arrange payment via our automatic billing service. Payment arrangements must be received upon registration to confirm class time. No class times will be confirmed without receipt of payment form. All NSF checks or returned items will result in an extra \$20.00 fee.

Missed Lessons and Make-up Lessons:

Absolutely no make-up lessons will be given if you are a no call, no show for your prearranged lesson time. No refunds are given for missed lessons, but make up lessons may be allowed at the teachers discretion. The only excused school function is an actual concert or performance, lessons missed due to vacations, scout camp, etc, will have to be given to the office 30 days in advance to be considered for a make up. Any other missed lessons will be made up at the discretion and review of the office staff and the teacher. Excused lessons must be arranged by contacting the studio or your teacher no later then your next scheduled lesson.

Care of students:

Southland Conservatory is not responsible for providing before or after class care for students. Parents with students under the age of 15 should remain in the school during the class. Students are not to be left at the school for excessive time periods before or after their lessons.

Injuries:

Parents, legal guardians of minors, students and adult students waive the right to any legal action for injury sustained on school property resulting from normal lessons activity or any activity conducted by the students before, during, or after lesson time.

Recitals:

Recitals administered by individual teachers will not be charged any fees for participation. Bi-annual recitals administered by Southland Conservatory are optional, but do require a \$25.00 registration fee, and teacher approval. Ant recitals are non-ticketed events, and are open to the public.

Withdrawals and Refunds:

There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Ex. *Of you wish to discontinue lesson June 30th, you must notify us no later than the last day of May. Any later notification would commit the student through July.* **Withdrawal must be done in person and will not be accepted over the phone, and may not done with the teacher.** To withdrawal from a lesson the parent or adult student must:

- Inform school administration in person.
- Complete and sign a withdrawal form provided by the school office. Southland Conservatory reserves the right to terminate lessons to any student without notice. In such a case a refund for unused lessons will be given.

I have read and understand the above policies and procedures and agree to abide by them.

Student Name (please print)

Signature of Parent or Adult Student

Date