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5161 Bloomington Ave S.
Minneapolis, MN 55417
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Studio Policies

- Students must arrive to lessons with instrument (*not including piano/keyboard/drums*), instrument accessories, music, books, assignment notebook.
- Students are expected to prepare for lessons with daily or frequent practice.
- Fun is required!

Tuition and Attendance

- Tuition for the month is due in full before the first lesson of the month. Payment must be made for the entire month in advance to reserve your time in the instructors schedule for the upcoming weeks.
- **Payment is still required for each week the instructor has lessons scheduled, regardless of the students attendance.** *Please keep in mind that tuition is more than just lessons. It is reserving your time slot in the instructors schedule, but does not guarantee any time slots which are not your own.*
- Some instructors will allow one excused absence per quarter where you will be given a make-up credit to use towards future use. Make ups may include: video and picture submission of assignments to instructor, with instructor feedback. ***Not every instructor** will allow make-ups, however. Make up lessons can only be used within the quarter that they were granted, and **are not to be used for your regular lesson time.**
- If you know you will be gone in advance, ***please let the instructor know right away.*** Do not email the Music Lab about your absences. If you are sick or an emergency arises and you need to cancel the day of the scheduled lesson, please email/call/text with your instructor. You can also email the Music Lab admin, but we may not be able to relay the message to your instructor in time. **This notice is a courtesy, and will not result in a lesson credit being applied to your account.*
- If your instructor has to miss a lesson for any reason, you will be notified and a credit will apply towards your account for future use.
- If you wish to discontinue lessons, two weeks notice is required.
- Un-notified absences for two weeks in a row can result in removal from the instructors schedule.
- There will be no lessons on Thanksgiving, Christmas, New Years, Memorial Day, 4th of July, and Labor Day.
- Instructors may take breaks throughout the year. Please consult with your instructor regarding their breaks so you can plan accordingly.

Payments and Fees

- **Music Lab Quarters are as follows: Fall** (September-November) **Winter** (December-February) **Spring** (March-May) **Summer** (June-August). If you would like to make quarterly payments, a discount of \$10 per quarter will apply. Please let Admin know if this is how you would prefer to pay for lessons.
- Payments can be made by bringing a check/cash to your scheduled lesson and putting it in the dropbox. We have two payment dropboxes at the Music Lab. The one for the upstairs is located at the top of the stairs to the left of the door to the waiting room. The one for the main level is to the right of the white bookshelf in the waiting area. You can also send a payment in the mail to: Music Lab, 5161 Bloomington Ave S. Minneapolis, MN 55417. You

can also set up online payments by saving your bank account information in the student portal. You will be sent a link to login to the student portal separately. If you have not received a link, let us know and we can send one to you. You can also pay using a credit card, but a 2.9% convenience fee will apply.

- A \$20 registration fee will apply to new students registering for lessons/labs/camps at the Music Lab. For families of 2 or more students, a discounted registration fee of \$30 will apply.
- Invoices will be emailed 7 days prior to the first of the month. If payment is not received by the due date on the invoice, a \$10 late fee will apply.
- In case of collections or failure of payment, the student and/or family is responsible for all payments and fees related to collection of payments.
- If payment is not made by 30 days after the invoice date, you will be removed from the instructors schedule.

Performances

- There will be regular monthly performances offered to students. We suggest that you participate in at least one performance event per year.
- A **recital fee** of \$5 per performance will apply, or you can also choose to pay \$20 for the entire year of unlimited performances.

If a problem arises with a student and/or parent, we will work to resolve the issue with the individual. If the problem is not resolved or these policies are not followed, we reserve the right to remove the student from our schedule.

This is a legal binding contract between the signed party below and the Music Lab. I acknowledge, understand, and agree to abide by these policies.

Student name (printed)

Parent/Guardian

Date

Instructor Name

Lesson Rate