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Studio Policies

- Students must arrive to lessons with instrument, instrument accessories, music, books, notebook.
- Students are expected to prepare for lessons with daily or frequent practice.
- Fun is required!

Tuition & 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 lesson time for the upcoming weeks.
- **Missed lessons by students are still paid for.**
It's up to the student to coordinate any make-up lessons with the instructor. Make-up lessons not guaranteed.
- If a lesson must be missed, advance notice is required (a minimum of 24 hours is appreciated.) If a last minute emergency situation arises that will keep you from attending, please let us know as soon as possible.
- If you wish to discontinue lessons, a minimum of 2 weeks notice is required.
- Un-notified absences for two weeks in a row can result in removal from the instructor's schedule.
- If an instructor is ill, detained, or has to cancel suddenly, communication will be made to students and Music Lab staff will be notified.
- There will be no lessons on Thanksgiving, Christmas, New Years, Memorial Day, 4th of July & Labor Day.

Payments & Fees

- A discount of one-lesson payment will be deducted from a full semester payment.
Semesters are Fall (Sept-Dec), Spring (Jan-May), Summer (June-August).
- Payments may be made in person at your lesson via check or cash, or online. Click the Pay Now button on your emailed invoice. A 2.9% convenience fee will be charged for payments made online. Payment dropboxes are located in the upstairs office and in the waiting area of the main space on the main floor.
- A \$20 registration fee will be charged to new students registering for lessons, classes, or camps at the Music Lab. For families of 2 or more, a discounted \$30 registration fee will be applied.
- Invoices will be emailed 7 days prior to the first of the month. If payment is not received by the first lesson of the month (or 7 days after the due date on the invoice) a \$10 fee will be added to the account.
- In case of collections or failure of payment, the student and family is responsible for all payments and fees related to collection of payments.

Performances

- There will be various performance opportunities offered to students. We suggest you participate in at least one performance related event per year!
- A minimal "recital fee" may apply.

If problems arise 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)

Student/Parent or Guardian Signature

Date

Instructor Name

Lesson rate