

MUSIC LAB



Contract and Policies

Contact Info

Phone: (612)721-8588

Instructor Contact Info:

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 Val/office admin- val@musiclabminneapolis.com
 Josie/owner/admin- josie@musiclabminneapolis.com

Webpage: www.musiclabminneapolis.com

Address: Upstairs Studios/Main Office
 5161 Bloomington ave S.
 Minneapolis, MN 55417

 Recital Hall/Downstairs Studios
 5159 Bloomington ave S
 Minneapolis, MN 55417

Studio Policies

Lesson Requirements

- a) Students must arrive to lessons with the following:
Instrument, Instrument accessories, music, books, notebook.
- b) Students are expected to prepare for lessons with daily, or frequent practice.

Tuition, Attendance & Fees

- a) Tuition must be prepaid monthly, or by the semester.
- b) There are 3 semesters per the school year:
 - Fall (September-December)
 - Spring- (January-May)
 - Summer- (June-August)
- c) Tuition is to be paid in full before the first lesson of the month. This payment reserves your lesson time each week.

INSTRUCTOR: _____

Rates: _____

- d) **Missed lessons by students are still paid for.** It is up to the student to coordinate any make-up lessons with the instructor. Make-up lessons are not guaranteed.

- e) If a lesson must be missed, advanced notice is required. (a minimum of 24 hours notice is appreciated. If a last minute emergency situation arises that will keep you from attending your lesson, please let us know as soon as you can.)
- f) If you wish to discontinue lessons, a minimum of 2 weeks notice is required.
- g) un-notified absences for two weeks in a row can result in removal from the instructor's schedule.
- h) If an instructor is ill, detained, or has to cancel suddenly, communication will be made to students families and Music Lab staff will be notified.
- i) A \$20 registration fee will be charged to new students registering for courses at the Music Lab. For families of 2 or more students enrolled in lessons at The Music Lab, a discounted \$30 registration fee will be applied.
- j) A small fee may be implemented for performances
- k) a \$10 late fee will be applied to your account if payment is not received by the first lesson of the month. (or 7 days after the due date on the invoice)
- l) In any case of collections or failure of payment, the student and/or guardian is responsible for all payments and fees related to collection of payments.

Performances

- a) There will be various performance opportunities offered to students by the Music Lab. We suggest that you participate in at least one performance related event per year!
- b) A minimal 'recital fee' may apply.

Other

- a) 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, we reserve the right to remove the student from our schedule.
- b) If these policies are not followed, we reserve the right to remove the student from our schedule.
- c) Student must come to lessons prepared and with their materials.
- d) Fun is required!

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

Print Name of Student

Student (or Parent/Guardian) Signature

Date