

Studio Policy

MUSIC
WORKS
ACADEMY, LTD.



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www.musicworksacademy.com

Studio Tuition and Fees

♦ Music Works Academy is a private music school. The academic school year **Monthly Tuition** is payable in monthly installments. Tuition is the same amount each month regardless of the number of lessons in any given month; when there are five lessons in a month, there is no extra tuition charge.

One 30-minute private lesson per week is \$95/month;

One 45-minute partner lesson per week is \$95/month

One 45-minute private lesson per week is \$142.50 month;

One 60-minute private lesson per week is \$190/month;

One 40-minute or two 20-minute lessons per week is \$127.50/month.

♦ The **Music Education Lab** has an annual *non-refundable* fee of \$275 payable during the summer session. The lab is part of the piano curriculum and is required for all piano students. This \$275 academic school year fee is pro-rated for students entering the studio during the school year. Instrumental and adult students may elect to participate in the lab for a monthly fee of \$40/month.

- ♦ An **Annual Administrative Fee** of \$50 is billed to each student in January with the exception of students who have enrolled after August 30 of the current calendar year.
- ♦ A non-refundable **Registration Fee** of \$50 per family is made before lessons begin.
- ♦ Tuition is paid in advance. A statement is mailed around the 15th of each month. The monthly tuition charge and music charges are reflected on this statement; an accompanying sales receipt itemizes the music charges (if any) that appear on the statement. Tuition payments are due on or before the 5th of each month. After the 10th of the month, tuition is late and is subject to a late fee. Checks can be mailed to the studio, dropped in the mail slot in the studio door, or placed in the piano mailbox in the Music Room lab or in the Instrumental waiting area.
- ♦ A **Returned Check** fee is \$15.
- ♦ A **Late Fee** of \$15 is incurred after the 10th of the month. A Late Fee Statement is mailed on the 11th. A late fee is charged per student enrolled in the studio.

Lesson Absence

- ♦ Notify your instructor rather than the studio in the event of missed lessons.
- ♦ **Partner Lesson Policy.** The absence of one student provides an automatic make-up slot for the partner student. Parents need to report an absence to the teacher as well as the partner's parents. Parents are responsible for tracking student absence; absences are recorded in the student's assignment notebook for reference. Failure to notify the teacher of an absence forfeits the lesson.
- ♦ **Private Lesson Policy.** *There are no guaranteed private make-up lessons.* When possible, instructors will reschedule a private lesson with a 24-hour notification *if* a slot becomes available in their schedule due to advance notification of absence. Instructors are available for make-up instruction only during their normally scheduled time at the studio. An instructor will offer a maximum of two lesson slots if they become available during the quarter in which the absence occurs. If these time slots do not work for your student, the lesson is then forfeited. Lessons will be rescheduled or credited in case of teacher absence.

Newsletter

A monthly newsletter is mailed with the monthly statement. Please read and keep for reference or visit our web site for a copy of the current newsletter.

Music

When music is distributed to your student, your account is charged the list price of the music plus sales tax. Music is itemized on a Sales Receipt that accompanies the monthly statement. Students will be issued a replacement copy of the music at the list price if the item is lost.

Termination

- ♦ *Termination by Student.* In the event of lesson termination by the student, a 30-day notice is required.
- ♦ *Termination by Teacher.* Lessons will be terminated by the teacher in the event of 1) irregular attendance, 2) repeated failure to prepare lesson, or 3) disruptive behavior. A 30-day probation period will be granted before a teacher will terminate a student. Lessons will be terminated by the studio *without a 30-day advance notice* for 1) repeated failure to pay tuition, or 2) destruction of studio property.

Summer Session

- ♦ Lessons are offered during a Summer Session. Summer study is required with a minimum of six weeks or the equivalent. Students can enroll for more than six weeks as well. “Six weeks of instruction “ can be scheduled as six 30-minute lessons, four 45-minute lessons, or three 60-minute lessons; summer workshops are also available. Your account will be billed for the entire Summer Session during May per number of lessons scheduled during the session. Payments can be made in June and July for the summer session.

Parent Responsibilities

- ♦ Parental support is necessary for success in music lessons. Encourage consistent practice habits and uninterrupted time for practice. Please be on time for the lesson. Students arriving late for their lessons will not be given extra lesson time. When you drop your student off, be sure they are inside the studio before leaving.
- ♦ *Student Drop-off/Pick-up Fee* If early drop-offs and late pickups of more than five minutes become excessive (over twice in a quarter), an extra fee of \$5 per five minutes will be added to the next month’s tuition. Music Works Academy does not have the space to accommodate students beyond those that are scheduled in lesson slots; students waiting around become disruptive and require attention that the staff cannot provide.

Student Evaluation

Weekly assignments are evaluated with a lesson grade in the Practice and Progress Assignment Book.

Web Site

Music Works Academy web site at www.musicworksacademy.com has current studio information. For timely response to billing questions, email the studio at billing@musicworksacademy.com.

I have read and agree to the provisions outlined in this Studio Policy.

Name

Date