

# MUZICNET SCHOOL OF MUSIC

## STUDENT POLICY

1. Payments for the current month's lessons are due the last lesson of the previous month. You are not obligated to contract for more than one month at a time. (Example: June's tuition is due the last lesson in May.)
2. You will be given a grace period. **The grace period ends the 7<sup>th</sup> day of the current month.** A \$10 late fee is required if your tuition is paid any day after the grace period.
3. If your tuition is not paid by the second lesson of the month, your slot will become available to new students.
4. Students are required to pay for a minimum of four lessons each month. If you need to cancel a lesson, we do allow make-ups. ***Only one (1) make-up is allowed for every two months, unless instructor generated.***  
**The following is the make-up policy:**
  - If the instructor cancels, you will receive a make-up with your instructor (no timeframe or limit)
  - If the student/parent cancels, you will receive one (1) private lesson in 8 weeks
  - If the student cancels more than one (1) time in 8 weeks, their make-up lessons will be made up in a group class or in the music lab. (A teacher will be present to instruct the student during this time.)
  - All make-ups should be completed within a three-week time frame or the make-up will be forfeited.
  - If you miss your make-up, that lesson is forfeited. (You cannot make-up a make-up)
  - Every attempt will be made to see that the student has his/her make-up.
5. Students who are a "No Show" (***Does not attend a scheduled lesson and does not call to cancel***) for two consecutive weeks will be removed from the schedule.
6. There is a \$10 reinstatement fee if you are voluntarily or involuntarily removed from the schedule.
7. Please call MuzicNet if you need to cancel a lesson. We would like a 24-hour advance notice. However, if we do not receive a call, we will consider you a NO SHOW and your make up is forfeited.
8. Payment is required for **ALL** "No Shows." (***No make-up is due.***)
9. If you arrive late to class, please be aware that the instructor is not required to teach past the allotted time. (Other students may have lessons scheduled immediately following.)
10. Students who desire to withdraw from any class, should do so at the end of the calendar month. (***You will not be given a refund if you withdraw before the month has expired.***)
11. If you discontinue lessons before the end of the month or before you use all the lessons you paid for, you have three (3) months to return and use any unused balance. There will be no refund and no lessons due you after three (3) months have passed.
12. If we are not notified of your intent to withdraw from classes and that time slot has been reserved for the student, these missed lessons will be logged, as "No Shows" and **you will be billed.** (See #10)
13. If your instructor is absent, you will be notified, or another instructor will be provided.
14. If no instructor is available, you will be notified, and we will schedule a make-up lesson.
15. Your instructor will provide the full lesson time of 28 minutes for a private lesson or 55 minutes for a group lessons.
16. A make-up that results in a "No Show" will not be made up. No refund will be given.
17. \$15 registration fee is ***non-refundable.***
18. There is a \$25 fee for ***all*** checks returned by your bank.
19. Before returning to lessons, any balances must be paid in full.
20. Your reserved day and time is not changed because of the winter break or holidays. You are expected to resume your lessons when school reopens.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**My signature indicates that I have read the student policy and comply.**

***Phone lines are available 24 hours a day. Please feel free to leave a message.***