

The Musicians Learning Center Lesson Policies

Our mission at The Musicians Learning Center is to provide quality music education. In that effort, we will observe the following lesson policies without exceptions. We have tried to incorporate guidelines that are fair to both the students and teachers. We thank you in advance for following our policies.

Tuition Policy

-Advance payment reserves the day and time of your lessons. Payment for lessons or classes must be made at least one day prior to your first lesson or class. Payment for continuing lessons or classes must be made by your last scheduled paid lesson.

-Payments not received within ten days of your due date will be assessed a \$10 late fee. If payment in full is not received within twenty days of your due date, all future lessons will be canceled and your lesson time will no longer be reserved. We offer an automatic credit card payment to help you avoid late fees and termination of lessons.

-All lessons are either private, 30 minute lessons or private, 60 minute lessons unless special arrangements are made. The price is **\$110 per four, 30 minute lessons** and **\$200 per four, 60 minute lessons**, payable before lessons begin. **We do not accept payment on a pay-per-lesson basis.**

-The tuition covers the time reserved for the lesson and also covers the teacher's time spent in daily preparation for your lesson. Due to this, **we strictly enforce our cancellation policy.**

-We accept cash, check, Visa, and Mastercard. There is a \$25 fee for returned checks. **A returned check will result in automatic removal from the schedule until the invoice, with returned check fee, is paid in full.**

-You may stop lessons at the end of any four week session. However, we do require a one week notice in order for you to not be billed for a new four week session.

-No lessons, once paid, will be refunded.

Lesson Cancellation Policy

-You must give a **minimum of 24-hours notice** for missed lessons in order to receive a make-up lesson. Lessons canceled with less than 24-hours notice will not be refunded and you will not receive a make-up lesson.

-If a teacher cancels, the lesson will be rescheduled.

-Students must maintain a consistent weekly schedule in order to keep their time slot. If they do not, we reserve the right to remove you from the reserved time.

-Cancellations can only be made by phoning the studio (919-845-6770), through email (Melissa@themusicianslearningcenter.com), or by informing Melissa Jeffreys at the front desk. Email cancellations are only valid if there is a reply back from the studio. **Cancellations can not be made through your instructor.**

Studio Closings

-It is the responsibility of the parent or adult student to be aware of lesson closures at The Musicians Learning Center.

-Notices of **upcoming holidays/closures** are regularly **posted** at The Musicians Learning Center. An **email** will also be sent prior to the closing as a reminder. Closures are also listed on our **Facebook page**.

-In the case of **unexpected closure**, i.e. inclement weather, notice of closure will be made by **telephone, email, and Facebook**. It is the responsibility of the parent/adult student to provide The Musicians Learning Center with accurate contact information and to notify the studio of any address or telephone number change. **Do not ever assume that lessons are cancelled. Call the studio to verify if you are unsure.**

General Studio Policies

-Please make sure you arrive on time. **If you are late for a lesson, your time can not be extended.**

-Please make sure you have all materials with you, including music books and instruments, at all lessons.

-**Consistent weekly lessons** ensure a student's success. **Consistent daily practice** ensures a student's success. Daily practice should be encouraged and monitored by parents, particularly for students under the age of twelve.

-Please drop off and pick up students in a timely manner. Children under the age of twelve should never be left unattended in the waiting room. **We are unable to monitor unattended children in the waiting room.**

-**Please wait in the waiting room before your lesson.** Your teacher will come and get you when it is time. We can not have students or siblings wandering the studio or using a room without a teacher present.

-**Please be aware of the noise level in the waiting room.** Too much noise can disrupt lessons in progress. **Please refrain from using your cell phone in the waiting area.**

By signing here, you are stating that you have read and agree to all the policies.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____