



Music Lessons Policies 2011-2012

Private Lesson Tuition

Tuition is a per lesson fee at \$37 per ½ hour lesson and \$70 per continuous hour lesson.

Tuition Payment Procedure

Tuition is to be paid by a series of ten (10) checks post-dated for the first of each month (i.e. Sept 1st, Oct 1st, etc) or by automatic monthly credit card installments (EFT). Checks should be made payable to MFAC or Metropolitan Fine Arts Center. Registration is confirmed only upon receipt of all checks or a valid credit card or debit card number. Failure to provide postdated checks or credit card information will result in an extra monthly fee of \$15.00 per month. Lessons will terminate immediately if no payment is received for lessons before the first lesson of the corresponding month. Bills will not be sent. Any and all NSF checks and invalid credit card transactions will be automatically charged an extra \$25.00 fee. _____(Initial)

Additional Fees

Registration Fees are due at the time of registration in the amount of \$35.00. _____(Initial) Dance students taking music lessons are not required to pay an additional registration fee for music.

Recital Fees (used to aid in the expenses of recital) are due no later than January 1st in the amount of \$50.00 _____(Initial) Recital fee is divided between two (2) recitals held between the months of October and June of the registration year.

All Fees are non-refundable. _____(Initial)

Instruments and Music

Students are expected to provide their own instruments, supplies (i.e. picks, strings, etc.), with the exception of piano. In these instances it is recommended that a piano is available at home so the student is able to practice. _____(Initial)

All students are required to provide their own music. Teachers will make recommendations for music purchases. _____(Initial)

All voice students are required to pay a non-refundable \$5.00 CD fee to offset the cost of recording music for rehearsal and performances. _____(Initial)

Care of Students

MFAC is not responsible for providing before or after lesson care for students. Parents with students under the age of 5 must remain in the school during the lesson. Students are not to be left at the school for excessive periods before or after their classes. _____(Initial)

Make-up Lessons Policies

MFAC does not offer credits, refunds, or make-up lessons for missed or cancelled private lessons, unless the cancellation is due to a weather closing or teacher absence, or student illness. In the event of a student being ill, the school must be notified before 12:00 p.m. on the day of the lesson. Make-up lessons will be offered at the discretion of the instructor and are limited to 3 lessons per year. Students planning an extended absence from lessons during the school year may either hold their time slot with continued tuition payments or withdraw from the school, with the normal thirty (30) day notice, and re-enroll upon their return on a space and time available basis. In the case of a teacher's absence, a substitute teacher may be arranged for the lesson(s). _____(Initial)

Snow Days

All private lessons missed due to MFAC closing for a snow day will be either made up or reimbursed in the form of a credit towards the following month's tuition. _____(Initial)

Schedule Changes

There is a two-month minimum requirement for all classes and private lessons from the date of registration. Withdrawals must be done 1 full calendar month in advance. After completion of proper withdrawal procedures, you will be responsible for the succeeding month's tuition payment. No withdrawals are accepted after April 1, 2012. _____(Initial)

Withdrawals

There is a two-month minimum requirement for all classes and private lessons from the date of registration. Withdrawals must be done 1 full calendar month in advance. After completion of proper withdrawal procedures, you will be responsible for the succeeding month's tuition payment. No withdrawals are accepted after April 1, 2012. _____(Initial)

To withdrawal from a class or private lesson, a parent or adult student must:

- 1) Inform school administration in person and
- 2) Complete and sign a withdrawal form provided by the school office.

Withdrawals are not accepted via telephone or by e-mail. _____(Initial)

I have read and understand all the above material and agree to comply with MFAC's policies and procedures. I also understand that MFAC reserves the right to terminate lessons to any individual in extenuating circumstances.

Students Name (Please print)

Signature of Parent of Legal Guardian

Date