

Private Lesson Tuition: Tuition is a per lesson fee at \$37 per ½ hour lesson and \$70 per 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 upon registration 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 October 1st in the amount of \$35.00 _____ (Initial)
All Fees are non-refundable. _____ (Initial)

Instruments and Music: Students are expected to provide their own instruments, supplies (i.e. picks, strings, reeds, etc.), with the exception of piano and drums. In these instances it is recommended that the parent or guardian provide an instrument in the home for the student to practice with. _____ (Initial)

All students are required to provide their own music. _____ (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 Policy: 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, 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 academic 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).

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

Schedule Changes: You may change your lesson time through September 30, 2009. MFAC does not guarantee that you will have the same instructor. Any changes made after September 30, 2009 will result in a \$10.00 schedule change service charge per student. _____ (Initial)

Withdrawals: There is a two month minimum enrollment required for all private lessons. _____ (Initial)

A one month written notice is required to withdraw from lessons. Forms are available at the school office and not with the instructor. Withdrawal must be done in person and will not be accepted via email or telephone. _____ (Initial)

Withdrawal must be done prior to the first day of the month. You will be responsible for tuition payment throughout the last month of lessons. You will continue to be responsible for tuition payment and any other fees associated with your enrollment until proper withdrawal procedures are completed. No withdrawals will be accepted after April 1, 2010.
_____ (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 case of extenuating circumstances.

Student's Name (Please print)

Signature of Parent or Legal Guardian

Date