

## Studio Policy and Agreement for Music Lessons

1. **Tuition fee** is paid on a monthly basis and is due on the first lesson of each month. Continual late payments that occur more than twice in a year's term will be subject to a late fee penalty of \$5. For cheque payments, post-dated cheques are due at the beginning of lessons for the year or term.
2. The **Registration Fee** is due prior to or on the start date of lessons. This fee is non-refundable, even after the termination of classes.
3. **Private Lessons:**
  - a. There will be no refunds or credits for **cancellation of lessons**. However, rescheduling of lessons is permitted where a 48-hour notice is given in advance. No rescheduling will be permitted for cancellations with less than 48 hours notice. In such instances, the lesson will be charged as if it were conducted. Make-up lessons must be arranged with your teacher and taken within a two-week period. Each student is limited to a maximum of three make-up lessons during the year.
  - b. Where students must be absent due to **illness** and 24-hour advance notice is not possible, lessons may be rescheduled. Lessons will be made up at the teacher's discretion. However, if this occurs too often and the teacher feels that this privilege is being abused, Musical Expressions reserves the right to charge the normal rate for all missed lessons.
4. **For Group Lessons:**
  - a. There is a maximum of one make-up lesson per semester for **missed group classes**.
  - b. Where students must be absent due to **illness**, yet are enrolled in class sizes of two or more people, the scheduled lesson will still take place. A maximum of two make-up lessons are permitted and must be arranged with your teacher within two week of the missed lesson.

5. A minimum of one month notice is required for **holidays** or **leaves**.
6. A minimum of one month notice prior to the first day of the next month is required when **terminating lessons**. For post-dated cheque payments, all cheques that have not been cashed will be returned.
7. Lesson time will not be made up for students who show up **late**.

Thank you for your cooperation.



- I understand and agree to abide to the above studio policies.

(Print name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_