

**Below you will find our policy statement. It allows us to work together as a team in the learning process. Additionally, it allows us to establish a standard of excellence that is essential for providing a quality music education. Please read the following carefully.**

**Fees:**

Tuition is \$75.00 per month, due on the **first lesson** of each month. Payments are to be made in CASH or CHECK payable to your instructor. Music books, strings, sticks, picks and other supplies are an additional expense. These can be purchased through the store. There is a \$35 sign-up fee. See "Cancellations" below for details.

**At the lesson:**

It is the responsibility of the student to have all music organized and written work completed before the time of the lesson. Students must follow instructions given and behave in a manner that enhances musical progress and learning. Students and/or their parents are responsible for any damage to the equipment caused by their negligence.

**Missed Lessons:**

A time slot is reserved for each student. **Please keep in mind you are still paying for missed lessons.** Please be considerate in giving sufficient notice if you need to cancel a lesson. A 24 hr. notice is required. Lessons missed for any reason **do not** result in a credit.

Any time there is a 5<sup>th</sup> week (lesson) in each month, which happens 5 times each year, it will be "banked." Some of the extra lessons will be used for sick days or holidays like Christmas and Thanksgiving. We will still meet for the extra lessons. We will let you know in advance when we will be using a sick/vacation day. Please be aware that lessons are year round. There is **not** a summer break.

**Cancellations:**

A **full month's notice** is **required** to be given if you are planning to discontinue lessons. This enables us to budget accordingly and attempt to refill the space. The \$35 sign-up fee will be used towards last months fees if the required notice is given. If you don't give the notice, we will keep the sign-up fee. Thank you for your consideration in this matter.

**Practice:**

In the beginning, students will normally require 15-20 minutes of practice time per day. As the student progresses into more difficult material, more time per day may be appropriate. Practice time is critical for musical success. Every little bit helps!!

**It is our goal as instructors to provide a fun, well-rounded musical education for the student. Ask questions when you have them.**

**Thank you for taking the time to review this statement. We look forward to our work and accomplishments in the future. Please fill out and sign the form on back, signifying your agreement to abide by the terms outlined in this statement.**

**Student's Name**

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**Parents Name**

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**Address**

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**City**

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**Zip**

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**Home Phone**

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**Add't Number**

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**Add't Number**

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**Email**

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**I have read, and agree to the attached policy statement.**

**Student/ Parent signature**

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**Date**

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