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IMPORTANT POLICIES FOR STUDENTS & PARENTS

Also available online at: www.musictimeacademy.com/policies

Students (or parents, for students under age 18) must acknowledge & accept ALL policies to enroll at Music Time Academy. Please initial each item and sign/date at the bottom:

_____ **Registration:** A one-time, non-refundable registration fee is required upon enrollment, unless specifically noted that it is waived as a special offer.

_____ **Tuition:** The initial payment of first and/or second month's tuition is required to reserve a weekly lesson. **Payment does NOT guarantee makeups or other lessons outside of regularly scheduled time, as indicated below.** Tuition is due in full on the 1st of every month, for that month. A \$20 late fee is required for payments received after the 7th of the month. Payments over 30 days late will be charged 20% interest, compounded every 30 days. **Students are responsible for all monthly tuition fees incurred from the lesson start date (as indicated below) until 30 days after written cancellation notice is received.** Tuition is always non-refundable, even in the case of mid-month cancellations or emergency absences.

_____ **24-Hour Cancellation Notice:** Absolutely no make-up lessons, pro-rating, or refunds are given for lessons missed without at least 24 hours written notice (via email only) prior to your scheduled lesson time.

_____ **Makeups: Notification of absence does NOT guarantee a makeup lesson!** Makeups are ALWAYS subject to availability of studio & instructor. Makeups will not be scheduled more than 10 days in advance. All makeup lessons must occur no more than 30 days after the initial absence.

_____ **Illnesses & Emergencies:** In the case of unforeseen circumstances when 24 hour cancellation notice is not possible, tuition remains non-refundable. Makeups may be offered, at the discretion of Music Time Academy, and subject to availability. **No more than 3 emergency (less than 24 hour notice) makeup lessons will be offered per calendar year.**

_____ **Instructors:** Students enroll with Music Time Academy, not individual instructors. Students may not solicit instructors for teaching outside of the studio. We reserve the right to change instructors temporarily (i.e., hire a substitute) or permanently. In the rare case that an instructor is not available for your regularly scheduled lesson time, an alternative time will be arranged, or fees will be refunded.

_____ **Withdrawal:** Thirty days notice is required to withdraw from lessons. Cancellation notice must be given in written form (email only) to the administrative office, NOT the instructor. **Oral notice, either over the phone or in-person, is NOT valid.** Students are responsible for prorated tuition fees through 30 days after the date of cancellation email. Tuition payment is never refunded for stopping lessons mid month. Missed lessons not already madeup are NOT refundable upon withdrawal.

_____ **Photo/Video Release:** Music Time Academy has permission to use videos and/or photographs of students in lessons or performances (names unlisted) for marketing material. Permission is granted to Music Time Academy to copyright such photographs in its name.

_____ **Injuries:** Students waive the right to any legal action for any injuries sustained on studio property resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time.

_____ **Unattended Children:** Unattended children (12 or younger) are not allowed on studio property. Students assume full responsibility for any damage to studio property (including, but not limited to: plumbing, furniture, carpet/upholstery, musical equipment, retail items) caused by misuse, carelessness, or negligence. Students are not allowed in any spaces labeled "Employees Only", behind the retail counter, or in any lesson rooms (except during their specified lesson time).

NAME OF STUDENT (PRINTED): _____

SIGNATURE OF STUDENT/PARENT: _____

TODAYS DATE: _____

DATE OF 1ST LESSON: _____

YOUR WEEKLY LESSON DAY & TIME: _____

YOUR INSTRUCTOR IS: _____