

**1. LESSONS**

- a. The school calendar is year round with flexible periods from June 21, 2020 - August 15, 2020 and December 24, 2019 - January 1, 2020.
- b. The School DOES NOT observe all federal holidays.
- c. Lessons are considered ongoing and recurring. To discontinue, please see below.

**2. CANCELLATIONS**

- a. Skipping lessons is not allowed, except during flexible scheduling periods.
- b. If the School or teacher cancels lessons, students will either be assigned a substitute teacher with or without notice, an alternate schedule, or a make up credit.
- c. Student cancellations and reschedules must be done in writing with at least 48 hours notice to be granted a make up credit. All cancellations will be charged. Skipping lessons is not allowed. All other situations will be resolved on a case by case basis.
- d. Cancellations less than 48 hours will be charged and are ineligible to make up or reschedule.
- e. If the student is sick, the lesson(s) should be cancelled. Make up credits will be provided in the case of illness.

**3. NO-SHOWS**

- a. No-shows are ineligible for make ups.
- b. Three no-shows will result in losing your current schedule day, time and teacher.
- c. All no-shows will be charged; no exceptions.

**4. DISCONTINUE LESSONS**

- a. The school must be notified 30 days prior to discontinuing lessons.

**5. MAKE UP CREDITS**

- a. Make up credits expire 90 days from the date of the cancelled lesson. Credits cannot be taken after suspending lessons and cannot replace regular lessons.
- b. The School will make an effort to accommodate make up requests.
- c. Students are responsible for scheduling make ups with the front desk before the expiration date.
- d. Make ups are subject to teacher availability. The School reserves the right to assign an alternate instructor in the event that the teacher cannot make up a lesson.
- e. Any other circumstances not covered in this policy will be resolved on a case-by-case basis.

**6. RECITALS & EXAMS**

- a. Students are required to participate in a recital or exam at least once per year.
- b. ABRSM Exams are offered throughout the year. The exam dates and enrollment deadlines are set by the ABRSM organization and posted on the bulletin board.
- c. Recitals are offered at least four times per year.
- d. Information regarding recitals and ABRSM exams can be obtained at the front desk, the bulletin board, or through our social media accounts.

**7. Billing, Payments & Discounts**

- a. There is a non-refundable registration fee of \$50 for new and re-entry students.
  - i. Placing lessons on hold for more than 30 days will require a new registration fee to be paid.

- b. A credit card on file is REQUIRED to enroll in lessons.
- c. Payment Methods include:
  - i. Cash or check payments
  - ii. Credit Card
  - iii. ACH payments
- d. Credit cards will be automatically charged on the 25th of each month for the following month's lessons and any open invoices.
  - i. Example: February lesson fees are due by January 25th.
  - ii. **A 3% processing fee will be added to all credit card payments.**
- e. Cash or check payments are due by the 25th of every month for the following month's lessons.
  - i. Invoices will be sent by the 15th of every month for the following month's lessons.
- f. Late fees will be applied on the 26th of each month.
  - i. Payment arrangements can be made with the front desk to avoid this situation.
- g. Reminder emails of outstanding invoices will be sent on the 26th of each month.
- h. The School will charge a \$30 fee for bounced checks and a \$15 fee for late payments.
  - i. Payment arrangements can be made with the front desk to avoid this situation.

**8. Rates & Fees**

- a. **Registration Fee: \$50.00.**
  - i. Applies to new and re-entry students.
- b. See Current Rates below.
  - i. Senior Faculty: Aurelio, Abigail, and Ryan.

	<b>Rate 1</b>	<b>Rate 2 – Senior Faculty</b>
20-min. lesson	\$34.50	\$36.50
30 min. lesson	\$52.00	\$55.00
45 min. lesson	\$78.00	\$82.50
60 min. lesson	\$104.00	\$110.00

**9. Photo & Video Release Permissions**

- a. Occasionally, Scherzo Music School will take video and/or photos from recitals, exam accomplishments, etc. for use on our social media accounts, website, and for other promotional purposes. You authorize Scherzo Music School to utilize your child's photos or recordings for these purposes only initial here. At any time you may revoke this authorization.

*By signing this policy, you understand and agree to the terms and conditions set forth. Any situation not previously stated in this policy will be handled on a case-by-case basis.*

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date