

Music Policies and Procedures

Registration:

A non-refundable fee of \$15 per student is required yearly at time of registration.

Payment of Fees:

Tuition must be paid by cash or check and is due by the scheduled dates (see attached).

Students may register for private lessons at any time during the year and fees will be pro-rated. There is a \$15 non-refundable registration fee. A completed and signed enrollment form, registration fee, and first tuition payment must be received by the studio prior to attending any lessons or classes.

Withdrawal and Refunds:

It is expected that students who sign up for lessons will continue their lessons for the academic year. However, if students wish to cancel they may do so with a one-month notice from the first of the month is required to discontinue any classes. Withdrawal for the months of September through April must occur within the first 7 days of the month. No withdrawals will be accepted after May 1st. Withdrawals will not be accepted for the month of June. Withdrawal must be done by contacting the studio office and not with the teacher. To withdraw from lessons a parent or adult student must:

- 1) Inform studio office by phone or in person,
- 2) Complete and sign a withdrawal form provided by the studio office

Pro-rated refund will be issued for unused private lessons (there are no refunds for student absences).

Missed lessons and Make-up lessons:

Regular attendance is expected. It sustains a professional and respectful relationship with students and their teachers. In the event of illness or emergency students may cancel a lesson. It is common courtesy to provide a 24 hour notice if you are aware that you cannot attend a lesson. Make up lessons will be limited to 2 per teaching year. No refunds are given for missed classes. It is the student's responsibility to attend his/her scheduled class. If tuition payment is not made and proper notification of cancellation has not been met, no refund will be given.

Substitutions:

The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to attend a lesson. If a teacher is ill and the school cannot arrange a substitute, any missed lessons will be made up.

Parent's Responsibility to be Aware of Dates and Events:

It is the responsibility of the parent or adult student to be aware of school activities such as recitals and dates the school is open and closed. The school will post notices on the music bulletin board as well as sending notices home with the students. It is the parent's responsibility to regularly check these boards to ensure they are informed. If students wish to participate in music festivals or exams, it is the parent or adult student's responsibility to be aware of all exam or festival dates and deadlines. It is the parent or adult student's responsibility to take care of all fees with these organizations directly. It is also the responsibility of the parent or adult student to inform the school of any address or telephone number change.

Injuries:

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time.

Photo Release:

The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

I have read and understand the above policies and procedures and agree to abide by them.

Date

Student Name (please print)

Signature of Parent or Adult Student

*Holmes Studio of Dance, Music & Wellness
43 Parsons St. Easthampton, MA 01027
413-527-5300*