



Private Studio Policy 2020-2021

Welcome to Lambert's Music Center, the largest music facility in Madison County! To provide you with the highest standard of music instruction, students are required to meet all studio policy terms herein:

Safety:

The faculty and staff of Lambert's are not responsible for the supervision of students outside the lesson time. Parents of students under the age of 18 must be on the premises at all times during the students' lessons. Initial _____

Fees: Monthly Tuition & Registration

Studio fees are assessed as a monthly tuition of \$75.00 per student, which includes one (1) 30-min lesson each week of the month, two (2) student recitals per calendar year, **as well as special discounts in our store.** In order to maintain your weekly time slot, **payment is required in full by the first lesson** each month. Any unexcused absences/no-shows will not be made up or credited. Late payments will be subject to a **\$5.00 fee** after the first full week of the month. There is a one-time registration fee of \$20.00 per student. Mid-month signups will be pro-rated at \$18.75 per remaining lesson, in addition to the next full month's tuition. Initial _____

Attendance and Punctuality:

Tuition is based on enrollment, not attendance. There are no credits, deductions or refunds for missed lessons by the student. If a student must miss a lesson, a **24-hour notice** is required to receive a makeup lesson. Instructors may not be available for a student who arrives more than 10 minutes late for a lesson. A student may be dropped from the roster if: a) the student has two (2) no-call/no-shows or unexcused absences in a 4-week period, b) if the student is consistently tardy to lessons, or c) if the student is consistently delinquent in tuition payment. If a lesson must be missed due to illness, sporting conflict, scheduled vacation or medical emergencies, the student is responsible for scheduling a makeup with the instructor, **if applicable** (see *Makeup Lessons*.) Initial _____

Makeup Lessons:

Makeups **will not** be rescheduled for "no-call/no-shows" or last-minute cancellations. If the makeup lesson is missed, the instructor cannot reschedule another one. Certain missed lessons (vacation, sporting conflicts, emergencies, etc.) can be made up once per month, with proper notice (see *Attendance and Punctuality*). Instructors may take vacations throughout the year and will schedule makeups for the missed weeks. Initial _____

Lesson Credits:

Lessons are not "a la carte" and therefore, lesson credits cannot be issued. In the unlikely event that the instructor misses a lesson, pro-rated credits will be applied toward the next month's tuition. Initial _____

Recitals:

Formal recitals are held twice each year at Lambert's Music Center and are included with your tuition. Students are strongly encouraged to participate. Recital dates are tentative and students/parents will be notified of dates and times via email, social media, and by their instructors. Initial _____

Inclement Weather:

Severe weather conditions may warrant closures. Students will be contacted by the instructors for makeups and will be notified via email and social media of any closures to the store or the studios. When weather conditions are questionable, please call Lambert's Music Center before venturing out. Lessons canceled due to weather will be subject to the makeup lessons policy. (See *Makeup Lessons*.) Initial _____

Important Notice:

If you choose to discontinue lessons, we request a 2-week notice. Students are encouraged to finish the month, since unused lessons cannot be credited or refunded. **Thank you** for choosing Lambert's Music Center! We are pleased to be of service to you and look forward to a productive, enjoyable relationship! Initials and signature acknowledge and accept all terms above.

Signed _____

Date _____