



STUDIO POLICIES

Updated March 15, 2020

LESSONS: Lessons are held once per week unless alternate arrangements have been made with your instructor. **Please note: a parent or responsible adult must be present in the home and available during lessons.**

TUITION PAYMENTS

- Payments are processed automatically on the first of each month directly to Key Mobile Music and not the instructor.
- Payments may be made by Visa/Mastercard or pre-authorized direct debit.
- The number of lessons billed each month is based the Lesson Payment Schedule (see below). *Example: If you have 5 lessons scheduled for May, a payment covering those 5 lessons will be automatically paid using your credit card or direct debit on May 1st.*
- Statutory holidays, Christmas Break and Spring Break are not included in the lesson counts.
- A missed lesson may be applied as a credit towards future lessons if notice is provided at least 48 hours in advance.
- Lessons may be suspended if payment is not received in a timely manner.

LESSON PAYMENT SCHEDULE 2020							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
January	4	4	4	4	4	3	3
February	3	4	4	4	4	5	4
March	4	4	3	3	3	4	5
April	4	4	5	5	3	4	4
May	3	4	4	4	5	5	5
June	4	4	5	4	4	4	4
July	3	4	5	5	5	4	4
August	4	4	4	4	4	4	5
September	3	5	5	4	4	4	4
October	3	4	4	5	5	5	4
November	5	4	4	4	4	4	5
December	2	3	3	3	3	3	3

REGISTRATION FEE: There is a one-time registration fee of \$25 per family.

ADMINISTRATION FEE: There is a yearly administration fee of \$15 per family, payable at the time of registration and then yearly in September.

MISSING LESSONS:

- If a student must miss a lesson, every effort will be made to provide a makeup lesson at a mutually agreed day/time—provided the cancellation is received at least 48 hours in advance. **Please note:** due to scheduling complexities of travelling teachers, makeup lessons may not always be possible.
- If notification of a missed lesson is received without 48 hours' advance notice, you will still be charged for the lesson and no makeup will take place. The instructor will add it to the Teacher Report.
- If the instructor arrives for the lesson and there is no one home -OR- if the instructor logs into the lesson and the student is not present, they will wait 10 minutes and then log off. You will still be invoiced for the lesson and no makeup will take place. The instructor will add it to the Teacher Report.
- If the instructor needs to miss a lesson: Makeup lessons will be provided at a convenient time for both student and instructor. If no makeup is possible, a credit will be applied to your account.

TEACHER REPORT: Instructors complete a Teacher Report form for each month of lessons. Parents/adult students will be asked to approve the report.

LESSON ENVIRONMENT:

- The lesson area needs to be in a quiet area with few interruptions. Please turn off the TV, radio, electronic games, etc.
- If your pets are disruptive, they should be removed from the lesson area.
- For in-home lessons, the instructor may require access to a table and chairs for the off-bench part of the lesson. This needs to be in a quiet area with few interruptions.
- A parent or responsible adult must be present in the home during lessons.

RECITALS:

- Recitals are held in November/December and April/May at various locations in the Edmonton area.
- Recitals are free of charge for students and for guests.

TERMINATING LESSONS:

- Lessons may be discontinued at any time, with no penalties, provided that the office is notified in writing at least 15 days prior to your last lesson. After cancelling lessons, you will be invoiced for two lessons for each student. You have the option of having those two lessons take place or not, but payment is still required.
- We reserve the right to withdraw a student from lessons based on poor attitude, disruptive behavior, or difficult parents.