

LIZ MUSIC ACADEMY LLC
UPDATED RULES AND REGULATIONS

1. **Registration fee** (\$50.00) is a one-time, **non-refundable** charge and will be paid in full before the first lesson, it's required as a security deposit in order to schedule and secure your spot, in case student doesn't show up for the first lesson and the monthly rate is pending of payment, the registration fee will be lost and will be not refunded.

2. **Monthly Payment.** You will pay the first month in full when you come to the first class, and you will continue paying the monthly rate in advance when you come for your lesson number four (or lesson number eight, depending on the rate you choose).

3. **Instruments.** At the classroom, the students are allowed to use the instruments, but we always encourage our students to get their own, since it's good for their musical development to practice at home. There are some instruments that the students must obtain (violin: children use a different size than adults, wind instruments, in some cases: for hygiene reasons), if you have any doubts or questions don't hesitate to ask us.

4. **Attendance.** It is required that students be punctual and regular in their attendance. If a student is late, the remaining time of the lesson will be given only. Where possible, the absence should be notified 24 hours in advance to the teacher. Lessons or classes missed because of a student's absence will not be rescheduled. If an absence occurs the lesson will be billed as normal. A student who is absent for three consecutive lessons without satisfactory explanation will forfeit his/her place. Fees will not be returned. Where a lesson is postponed by one of the staff, we will make alternative arrangements. If lessons are missed by the teacher's absence, sufficient notice excluding an emergency will be given.

-Unfortunately, due to red alert days, these days will not be made up.

-Holidays, these classes will be re-arranged at the discretion of the teacher.

-If your teacher has to cancel classes due to unavoidable circumstances, these classes will be given later either by extending the semester or organizing a mutually convenient time between the teacher and the student/parent.

5. **Conduct.** Students are expected to conduct themselves in a quiet, respectful, and orderly manner. It is important that the student shows respect and courtesy to members of staff and visitors of Liz Music Academy. Students are expected to co-operate with staff so as to ensure a positive atmosphere conducive to learning.

6. **School Property.** Any student responsible for the loss of or damage to school equipment, instruments, furniture, fittings, or the structure of the premises or showing such disrespect may lead to immediate suspension or expulsion without refund. Property that is damaged will need to be paid for.

-We are not responsible for forgotten and left items in our facilities.

7. **Injury to students.** Liz Music Academy accepts no liability for injury on the premises where Liz Music Academy rents inside or outside to any student caused by the student's own negligence or disregard on the part of the student/parent.

8. **Practice.** For the progression of any instrument, it is important that students practice on a consistent basis. As teachers, we cannot monitor this and we would ask the parents to encourage their children to help promote positive practice.

9. **Collection.** The teacher is responsible once the student enters the classroom only. It is the parent/guardian's responsibility to bring the child to and from the classroom. Parents/ Guardians may sit in during their child's instrumental lesson if they wish to do so. Parents must be punctual and on time with regards to arriving and collecting their children. Neither teachers nor staff members are responsible for supervising students after class time.

10. **Weather.** For extreme weather days (red alert days) classes will be canceled for the safety of students, families and staff. Red alert day cancellations cannot be made up on the teaching calendar, unfortunately. Announcements of closure will be posted on Facebook and send by text message/email.

11. **Recitals.** We ask that parents support our recitals throughout the year also encouraging the music development of our students. We will have two recitals per year (Christmas concert and Spring recital). The dates are at the discretion of the academy staff and will be announced in advance. Extra fees may apply. Student's participation it's not mandatory.

12. **Media & Photography.** From time to time during the year photography or video clips may be taken during performances or practices and used for media coverage and advertising purposes. At all times it will be very professional.

13. **Books and study materials.** First set of books and materials will be provided to the students, when students finish them, the next set of books will be billed to the student or parent/guardian. Extra accessories needed for the students and/or their instruments will be covered by themselves or by their parents/guardians.

I have read the rules and regulations and agree to comply with them.

Student's name: _____

Date:

Parent's _____ (guardian) _____

name:

**Student's (Parent/Guardian)
Signature**