



Matt Safley Music
14538 Manchester Rd., Ste. 201
Ballwin, MO 63011

Matt Safley
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2023-2024 Drop In Lesson Guideline Agreement

This guideline agreement is for all families taking lessons through the Drop In Lesson format at Matt Safley Music, which lays out the majority of the studio's details regarding organization of lessons, events, etc.

School Year Overview

The 2023-2024 School begins on Friday, August 25th, 2023 and runs through Monday, September 2nd, 2024.

Students purchase a prepaid number of lessons to be used within a specific time frame described below.

2. Studio Hours:

- Monday: **12:00 pm - 10:00 pm.**
- Tuesday: **12:00 pm - 10:00 pm.**
- Wednesday: Studio is closed / By Appointment Only
- Thursday: **12:00 pm - 10:00 pm.**
- Friday: **12:00 pm - 8:30 pm.**
- Saturday: **9:30 am - 6:00 pm.**

3. Tuition and Registration Information for Drop In Lessons

A. *Tuition and Registration fees for drop in lessons*

- A \$40 registration and materials fee is assessed with the purchase of your first package. The \$40 fee is then assessed yearly in August, at the beginning of the new Studio Year unless you enroll between May and July preceding the following Studio Calendar Year.
- The tuition due is determined by multiplying the prorated amount per lesson with the number of lessons offered within the package.
- Packages of 4, 8, 12, and 16 lessons are offered for purchase for 30, 45, and 60 minute lessons.
- A package of 4 lessons for the following lesson lengths cost:
 - 30 minutes - \$192
 - 45 minutes - \$248
 - 60 minutes - \$312
- A package of 8 lessons for the following lesson lengths cost:
 - 30 minutes - \$382
 - 45 minutes - \$492
 - 60 minutes - \$618
- A package of 12 lessons for the following lesson lengths cost:
 - 30 minutes - \$567
 - 45 minutes - \$729
 - 60 minutes - \$915
- A package of 16 lessons for the following lesson lengths cost:
 - 30 minutes - \$740
 - 45 minutes - \$956
 - 60 minutes - \$1,200

B. *Payment Details & Options*

- Hand written and electronic checks, Zelle, and Venmo options are offered.
- Tuition is due by the beginning of the 1st lesson of each package purchased. If it is not paid upon the beginning of the first lesson, lessons will not begin until fees are paid. If tuition remains unpaid for a period of 5 business days upon first scheduled lesson, the student will no longer be eligible to take lessons at the studio.
- Returned or denied payments incur an additional **\$25** return service charge.

C. *Refunds Guideline*

- Once payment is received, no **refunds are offered**. Arrangements can be made in the event of an extreme circumstance and at the discretion of the studio.

4. Attendance Guidelines

A. Overview

- Drop In Lessons can be conducted in person or online.
- Students opting for this lesson format are placed at the beginning or end of the teaching day.
- Lesson times are scheduled up to 2 months in advance.
- Lesson times are based on the availability of the teacher and student.
- It is not guaranteed that the teacher will be available during the weeks and windows of time you are looking at for certain weeks.
- Once the lesson is scheduled, that time becomes theirs. If a scheduling conflict arises, up to two lessons will be made up during the course of the Studio Year.
- If the teacher must reschedule, an alternative time will be offered.
- If the teacher makes a scheduling error, you receive one lesson at no charge on top of the lesson needing to be rescheduled.
- Your instructor may need to teach through Zoom from time to time and will notify you **no later than 12P** on the day of your scheduled lesson time Monday through Friday. Saturday will be **no later than 8:30A**.

Please note that if you want to change how you attend lessons, either from Online to In Person or vice versa, you must notify your instructor **no later than 12P** on the day of your scheduled lesson time Monday through Friday. Saturday will be **no later than 8:30A**.

B. Illness

- If you become ill and take In Person Lessons, you may move your lesson to Zoom. Notice must be given **no later than 12:00P** the day of for the instructor to modify preparation accordingly M-Fri and **no later than 8:30A** on Sat.
- If you are sick to attend a lesson in person, you may opt for Zoom lessons. If you are feeling too unwell to do Zoom, a family member may take your lesson.
- Up to two lessons are made up per Studio Calendar Year. Any other lessons missed will not be made up.

C. Weather

- If the weather is questionable, the instructor will make a decision 2 hours ahead of the scheduled lesson, and you will be notified via electronic communication.
- Please note that it is **unable** to guarantee that the lesson will be made up if the student cancels while lessons are already in session.
- Lessons will be made up if the instructor cancels due to weather.

5. Drop In Lesson Function

- Family/Student is responsible for purchasing books the Instructor will use in lessons.
- When a package is paid, you have twice the number of teaching weeks to get your lessons in. I.E. A person purchasing a package of 4, needs to use them up within 8 weeks the Studio is in session. Built in breaks do not count towards those weeks. If you do not use them up within that time, no refund is given.
- One package per student allowed at any time. Packages may not be transferred or combined to another student or pre-purchased package.
- For those choosing this option, you are not eligible to participate in any of the Evaluation opportunities in house and outside of the studio, the 2 Formal Recitals, and Winter Around the World Event.
- You can use these lessons as “passes” to attend the other events listed below: Polished Practicers, Art of Mastering Stage Fright, Fall, Winter, and Summer Adult Studio Class, Winter Studio Class, Summer Music Games Day, and Summer Soiree. Attending one of these events will use up one of the lessons purchased in the package. No refunds are given once the commitment has been made. If this class is canceled, you are able to use that lesson for another event and/or lesson.

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Student Photo/Video Release Form (Signature Optional)

I give the Studio of Matt Safley Music, LLC permission to publish in print, electronic, or video format the image or video of my student. I release all claims against the Studio of Matt Safley Music, LLC with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

Student Name

Parent or Guardian if applicable (Please Print)

Parent, Guardian or Self Signature

Date

General Guidelines: Matt Safley Music, LLC requires a signed release form when photographs or a videotape is shared of a student and others, regardless of age. Parent or guardian signatures are required; signatures of minors are not sufficient. When images or videos are published, Matt Safley Music, LLC will take cautionary steps to provide minimum identifying information and will not use specific street or mailing addresses, e-mail addresses, or phone numbers. Photographs or videotaping done in public places, such as recital halls, and done in private locations, such as a student home or a private school, must always be completed with the permission of the organization and with a signed release form from a parent or guardian of each student and others involved.

Policy Confirmation

Please ensure that you have read the guidelines of this studio before asking questions as the answers may be in this document. After reading over all this information, please return this sheet with your initials and signature. This means that we have an agreement and an understanding of the teaching and business policies in effect, and that this agreement will be valid for the Studio School Year.

Families signing this document agree to follow all guidelines stated above and stated on the website.

Guidelines are subject to change within the academic year with prior notice and by signing this agreement, adhere to said changes.

Waiver of Liability and Indemnification

Parents and students hereby waive, release, discharge, and covenant not to sue studio, it's owner, employees, agents or representatives ("releasees") from any and all liability, claims, demands, losses, or damages arising out of, or related to, student's participation in studio on-site or off-site lessons, events, or activities ("programs"), whether based in contract or tort.

Parent and student agree to indemnify, defend, and hold harmless the releasees from any and all claims, demands, losses, attorney's fees, costs, liabilities, or damages against the studio arising out of student's participation in studio programs.

Acknowledgment Release

By signing this and/registering for Matt Safley Music, you agree to the terms and conditions of this studio agreement as well as any addendums that apply to your student.

Printed Name _____

Signature _____

Date _____