

## Music Policies and Procedures

### Payment of Fees:

Tuition is at the rate of \$72.50 a month whether there are four or five lessons, with a total of 49 lessons in a calendar year running from the 1<sup>st</sup> of September through the 31<sup>st</sup> of August. (*Minimum of 8 lessons every nine weeks to account for holidays.*) Students or families that enroll in multiple lessons will receive a reduced rate of \$67.50 for each additional lesson enrolled.

Tuition must be paid in one of four ways.

- A series of post dated checks dated for the first of each month (ex: Sept. 1, Oct. 1, etc). Checks should be made payable to **Southland Conservatory of Music.**
- Debit or Credit Card, Visa or Master Card, Discover, or American Express. Information to be submitted in person, payment will be posted on the 1<sup>st</sup> of each month.
- Quarterly payment of cash or check in person (ex: Payment for Jan., Feb., Mar., due 30 days prior, or by November 1<sup>st</sup>. Lesson time will be forfeited if this is not adhered to.)
- Check or Cash monthly with one month in advance to adhere to the cancellation clause of our policies and procedures. This check can simply be held to adhere to our policy and only posted if proper time was not allowed for cancellation. Payment of tuition is due no later than the 30<sup>th</sup> of month. Ex. November tuition would be due no later than the last day of October.

Payment arrangements must be received upon registration to confirm class time. No class times will be confirmed without receipt of a payment form. All NSF checks or returned items will result in an extra \$20.00 fee.

### Missed Lessons and Make-up Lessons:

Absolutely no make-up lessons will be given if you are a no call, no show for your prearranged lesson time. You are allowed 2 make up lessons per year, (*October through August*), due to serious illness and 24 hour advanced notice should be given to the Raymore office. No refunds are given for missed lessons, but make up lessons may be arranged at our front desk, or by calling the Raymore Studio. The only excused school function is an actual concert or performance, lessons missed due to vacations, scout camp, etc, will have to be given to the office 30 days in advance to be considered for a make up. Any other missed lessons will be made up at the discretion and review of the office staff and the teacher. Excused lessons must be arranged by contacting the front desk, or the Raymore Studio no later than the next scheduled lesson.

### Care of students:

Southland Conservatory is not responsible for providing before or after class care for students. Parents with students under the age of 15 should remain in the school during the class. Students are not to be left at the school for excessive time periods before or after their lessons.

### Injuries:

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

### Withdrawals and Refunds:

There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Lessons may not be taken for a partial month. *Ex. Of you wish to discontinue lesson June 30th, you must notify us no later than the last day of May. Any later notification would commit the student through July.* Withdrawal must be done in person and will not be accepted over the phone. Withdrawals must be done at the Raymore Studio, and may not done with the teacher. To withdrawal from a lesson the parent or adult student must:

- Inform school administration in person.
- Complete and sign a withdrawal form provided by the school office.

All unprocessed checks, dated after the one-month notice will be returned. Southland Conservatory reserves the right to terminate lessons to any student without notice. In such a case a refund for unused lessons will be given.

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

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Signature of Parent or Adult Student

\_\_\_\_\_  
Date