

THE MUSIC STAFF, INC. 2009-2010

STUDENT POLICY for PRIVATE LESSONS

3100 Tyre Neck Road, Chesapeake, Virginia 23321 757-483-4900 www.themusicstaff.com

SCHOOL TERM September 9, 2009 - June 15, 2010 SUMMER SESSION June 28 - August 19, 2010

*** * * * * PLEASE NOTE IMPORTANT INFORMATION & CHANGES IN BOLD * * * * ***

Welcome to The Music Staff! Our goal is total musicianship through developing personal skills and a life-long appreciation of the arts. Thank you for supporting music education! Group lessons include **Kindermusik classes** and our new **group ensemble classes** (piano, guitar, and band). We wish you an enjoyable and successful year!

COMMITMENT TO MUSIC EDUCATION

1. **LESSON TIME** must be regarded as a **priority and commitment**. Students should arrive punctually, well-prepared, and with all necessary materials. If a **conflicting schedule** occurs during the term, a student may request a change of day and time. If this is not possible, a student may change to a teacher who can accommodate his/her schedule *OR* a family member may take the balance of lessons for the term.
2. **CONSISTENT ATTENDANCE** for weekly lessons, performance classes, and recitals is necessary for progress.
3. **TWO EXCUSED ABSENCES** are allowed for the School Term regardless of the reason. It is student's responsibility to contact instructor(s) and schedule make-up lessons within four (4) weeks of missed lessons. Make-up lessons are not carried over to the Summer Session.
4. **DAILY PRACTICE** should equal the length of the weekly lesson (minimum) for progress. **Parents are responsible for student's daily practice at home** and should contact the teacher for suggestions.
5. **SUMMER LESSONS** are expected of students to encourage continuity in mastering his/her instrument. 2010 Summer Session is 8 weeks, Monday - Thursday, June 28 - August 19. **Students should schedule a minimum of 5-6 summer lessons.**
6. **RECITALS & PERFORMANCE OPPORTUNITIES** provide goals for students and are a major part of music education at The Music Staff. **Students are expected to participate in a minimum of two recitals a year**, as recommended by his/her teacher. These may include mini-recitals in The Music Staff's Recital Room, holiday and end-of-the-year recitals at St. Andrew Lutheran Church (4811 High Street West, Portsmouth), community performances (dates and locations TBA), and other performances as suggested by the instructor.

REGISTRATION

- **SIGNED 2009-2010 STUDENT POLICY for PRIVATE LESSON**
- **ANNUAL FAMILY ENROLLMENT FEE**
- **TUITION** (See "INITIAL PAYMENT" under FINANCIAL OBLIGATION)

FINANCIAL OBLIGATION

1. **COMMITMENT AND FINANCIAL OBLIGATION** are for September 9, 2009 (or starting date) through June 15, 2010.
2. **STUDENTS STOPPING** before the completion of the term are obligated to provide **written notice in the office (please use withdrawal form provided in the office)**. **Financial obligation includes the four (4) lesson dates following the date of the written notice**; please contact the office for the exact amount. Students are encouraged to attend the lessons covered by this amount.
3. **ALL CUSTOMERS MUST PROVIDE CREDIT CARD** information which will be used for monthly installments not paid by the 10th of the month, delinquent semester tuition, late fees, and bank charges for transactions with insufficient funds. Initial payment will include two (2) installment payments when no credit card information is provided. Customer must continue to pay installments one month in advance to remain current.
4. **INITIAL PAYMENT** (tuition and enrollment fee) may be made by cash, check, credit card, or **auto draft for previously enrolled students**. Students starting the beginning of the term may pay by semester with a discount. If starting after the beginning of the school term, initial tuition payment is a pro-rated amount and may be more or less than the usual monthly installment amount.
5. **SUBSEQUENT PAYMENTS FOR MONTHLY INSTALLMENTS** are by **AUTO-DRAFT** from checking or savings account on the **5th OF EACH MONTH Oct - June**.
6. **LESSONS ARE DISCONTINUED** for delinquent accounts until all payments and fees are current.
7. **ADDITIONAL FEES:** \$30.00 service fee added to accounts with insufficient funds
\$15.00 late fee (also applies to credit card charge) if installment is not paid by the 10th

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REGISTRATION & FINANCIAL OBLIGATION for PRIVATE LESSONS
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POLICY CHANGES IN BOLD

*I agree to the following as stated in THE MUSIC STAFF 2009-2010 STUDENT POLICY. **Please initial.***

() **COMMITMENT TO MUSIC EDUCATION**

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|---|------------------------------|
| 1. Lesson time | 4. Consistent daily practice |
| 2. Attendance | 5. Summer lessons |
| 3. Two excused absences per term (no exceptions) | 6. Recitals and performances |

() **REGISTRATION**

1. Signed 2009-2010 Student Policy
2. \$20.00 Annual Family Enrollment Fee; \$15.00 pro-rated January - April; \$10.00 May - June & new summer students
3. Tuition for one monthly installment (pro-rated when starting after beginning of the term)
 OR semi-annual tuition amount (only applies when starting the first lesson of the school term)

() **FINANCIAL OBLIGATION** (all tuition and fees payable to The Music Staff, Inc.)

1. **Commitment and financial obligation for the entire school term (September - June)**
2. If stopping lessons before completing the term, **financial obligation includes 4 lesson dates following date of written notice (please use withdrawal form provided in the office)**
3. Initial payment by cash, check, credit card **OR may be auto draft for previously enrolled students**
4. Subsequent payments: Monthly installment **auto draft 5th OF EACH MONTH Oct - June**
5. **Credit card information required and used for monthly installments not paid by 10th of the month, delinquent semester tuition, late fees, and bank charges for transactions with insufficient funds**
6. **If no credit card is provided, two (2) installment payments are required at registration, and customer must continue to pay installments one month in advance to remain current**
7. \$30.00 service fee added to accounts with insufficient funds; subsequent payments in cash **\$15.00 late fee (also applies to credit card charge) if installment is not paid by the 10th**

STUDENT INFORMATION

Student Name _____ Age ____ OR Adult () Instrument _____
 Day & Time of Lesson _____ Date of 1st lesson _____ Length of Lesson _____
 Instructor _____ Instructor's Phone Number(s) _____

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PLEASE COMPLETE ALL INFORMATION BELOW & NOTIFY THE OFFICE OF CHANGES DURING THE YEAR

Address _____ City _____ Zip _____

Phone Numbers Home _____ Work _____ Cell _____

E-Mail _____

Party Responsible for Payments _____

Place of Employment for Responsible Party _____

Emergency or additional contact _____

Annual Family Enrollment Fee \$ _____

() Semi-Annual discounted tuition **Sept 1** and **Jan 1** (only for students starting first lesson of the term) \$ _____

() Monthly Installment **Sept - June** (auto draft beginning Oct) \$ _____

Books and supplies to be included in monthly auto draft YES () NO ()

Credit Card: MasterCard & Visa only Required of all students. Please use authorization form.

MONTHLY INSTALLMENTS Sept-June=TOTAL TUITION DIVIDED INTO 10 EQUAL PAYMENTS

 Parent or Responsible Party

 Date