

## 1. LESSONS

- a. Lessons are booked in 20, 30, 45 or 60-minute increments on a weekly basis.
- b. Once enrolled, lessons are considered ongoing and recurring.
- c. The School **does not** observe all federal holidays. Please see the School Calendar.
- d. Lessons cannot be placed on hold. All situations will be handled on a case by case basis.

## 2. ATTENDANCE

- a. You are expected to attend your lessons as scheduled on a weekly, ongoing basis.
- b. To cancel a lesson, the School (NOT THE TEACHER) must be notified **in writing** at least 48 hours in advance of the lesson to receive a makeup lesson.
  - i. Insufficient notice will result in a forfeit of the lesson.
- c. If the teacher cannot attend a lesson, students will be provided a makeup lesson or the School will provide a substitute with or without notice.
- d. If you are late by 15-minutes or more without notice, the entire lesson is forfeited.
- e. Students must maintain an attendance record of 75% or higher on their chosen schedule.
  - i. In the event attendance drops lower than 75% in the chosen schedule, the School reserves the right to make alternative scheduling arrangements, up to and including suspension or termination of services. Each situation will be handled on an individual basis.

## 3. MAKE UP LESSONS

- a. Makeup lessons cannot replace regular lessons, and must be scheduled in addition to regular lessons while **actively enrolled**.
- b. **\*\*Makeup lessons do not replace regular lessons.\*\***
- c. Makeup lessons must be used before discontinuing lessons, otherwise they are forfeited.
- d. Makeup lessons expire 120 days after being issued for active students.
- e. Students/parents are responsible for scheduling their own makeups online or with the front desk, and are subject to teacher's availability. Makeups can be used to attend workshops.

## 4. DISCONTINUING LESSONS

- a. The school must be notified in writing **30 days** prior to discontinuing lessons.
- b. In the event your teacher is unable to continue teaching, you will be assigned another teacher.
- c. All makeup lessons will be forfeited if not completed before the last day of lessons.
- d. Lessons cannot be placed on hold for any reason, including scheduling conflicts. If for any reason a student does not take a lesson within 30-days, the School will discontinue lessons, all makeup lessons will be forfeited, and you will need to re-enroll and begin the registration process when you are ready to resume or able to find a schedule that works for you. This does include a new registration fee, and any updates to the rates/policies at that time.
- e. All other scenarios will be handled on a case by case basis.

## 5. ADDITIONAL EDUCATIONAL OPPORTUNITIES

- a. The School strongly encourages students to participate in one or more of the following services:
  - i. At least one of our four **Recitals**: Spring, Summer, Fall, and Winter.
  - ii. Standardized Music Exams ex. ABRSM
  - iii. Workshops (theory, ear training, musicianship), Group Classes, Exam preparation, Audition preparation, and chamber groups when available.

**6. Billing, Payments & Discount**

- a. A credit card on file is REQUIRED to enroll in lessons.
- b. All payments are due by the 23rd of each month for the following month's lessons.
  - i. Example: February lesson fees are due on January 20th.
- c. Automatic payments will be charged between the 19th and 23rd of each month.
- d. Payment methods include cash, check/bill pay, ACH, Zelle, PayPal, or credit card.
- e. Discount maximum is 2.5%, and must be paid on time by cash, check, ACH or Zelle:
  - i. Sibling discount or multiple lessons discount: 2.5%. Discounts cannot be combined.
- f. Accounts that are 30 days past due are subject to termination of services.

**7. Rates & Fees**

- a. **Annual Registration Fee: \$75.00**
  - i. Applies to new, existing, and re-entry students (per family).
- b. Convenience Fee: 3.5% surcharge for PayPal and Credit Card transactions
- c. The School will charge a \$40 fee for bounced checks and a \$20 fee for late payments.
- d. Assessment Fee: \$25
- e. Additional 30-minute trial lesson: \$60

Time per week	Monthly Fee
20-minute lessons	\$230
30-minute lessons	\$335
45-minute lessons	\$495
60-minute lessons	\$655

**8. Photo & Video Release Permissions**

- a. Occasionally, Scherzo Music School will take video and/or photos from recitals, exams, etc. for use on our social media accounts, website, and other promotional purposes.
- b. You authorize Scherzo Music School to utilize your child's photos or recordings for these purposes only. At any time, you may revoke this permission in writing.

**HEALTH & WELLNESS**

*To avoid spreading illness to staff and families, you agree to:*

- Sanitize or wash hands before and after the lesson;
- Remain home if displaying cold or flu like symptoms or we will send you home.
- Understand and agree that lessons may be switched to online suddenly, if necessary.

*By signing this policy, you understand and agree to the terms and conditions set forth. You also understand that this policy and all information here within supersedes all previous policies and arrangements. Any situation not previously stated in this policy will be handled on a case-by-case basis.*

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date