

Coe Music Studio: Policies for weekly lesson package

This agreement secures the following arrangement:

Music lessons shall be scheduled Monday through Friday between the hours of 10am and 6 pm. Recurring music lessons will be run on a session schedule, and students/teacher agreements are valid for one session. Sessions roughly correspond to a typical school calendar:

Fall Session: September 8 - December 18, 2015

Winter/Spring Session: January 4 - May 27, 2016

Summer Session: June 13 - August 26, 2016

***Note:** There are no regularly-scheduled lessons on the following weeks; these are either designated MAKE-UP weeks for students who missed lessons or holidays:

November 24-27 (Make ups only on November 24-25)

December 21-January 1 (Make ups only on December 21-22)

April 4-8, 2016 (Spring Break and designated make-up week)

June 6-10 (Designated make-up week)

August 29-September 1 (Designated make-up week)

Besides scheduled holiday weeks, there will be no lessons billed or expected on the following:

Labor Day

Memorial Day

All other lesson days which fall between the designated dates of each session are expected and billed lesson days. Student registration secures a designated appointment time, which is mutually agreed upon by both teacher and student, and is secured for the duration of one session. These times may be renegotiated for future sessions if desired, but all schedule changes are subject to teacher and other student availability/flexibility and cannot be guaranteed. All lessons take place in the teacher's home.

Student Absences:

There is no reimbursement for student absences. Students are entitled to one make-up lesson per session during the designated times. If a different make-up time can be arranged, teacher will try to work with student, otherwise all make-ups will take place during designated weeks. In the case of illness, family emergency, or travel, teacher requests notice from student of absence. Make-ups are scheduled on a first-come, first-served basis.

Teacher Absences:

If teacher misses a lesson appointment, a make-up lesson will be offered on a designated day unless a different agreeable arrangement is made between student and teacher. If a make-up is not possible or preferred by students, the student(s) will be credited for the missed lesson.

Payment:

Fees have been averaged and divided into a tuition based on the calendar year, incorporating all 'off' weeks and holidays to be paid monthly. Payment is due on the first of the month prior to lessons given. Payment can be made by check, cash, card, or direct transfer. Receipts available upon request.

Lessons are offered for different durations based upon students' age and ability level. Beginning piano students between ages of 4-11 are encouraged to take 30-minute lessons. Students 12+ are encouraged to take 45-minute lessons but may choose 30, 45, or 60 minute lessons. Voice students may choose between 45-minute and 60-minute voice lessons. Discounted rates are available for lessons scheduled between the hours of 10 am - 3 pm, for multiple-student families, and during the summer session. Fall-Spring Tuition is as follows:

AFTERNOON LESSONS (between 3-6pm)

- 30 MIN: \$115/month
- 45 MIN: \$150/month
- 60 MIN: \$200/month

DAYTIME LESSONS (between 10am-3pm)

- 30 MIN: \$95/month
- 45 MIN: \$115/month
- 60 MIN: \$160/month

Termination of agreement

In the event student wishes to terminate agreement and discontinue weekly lessons, one-month's notice with payment is required.

I have read and understand the Coe Music Studio lesson policies and procedures and agree to them:
