

# Annette Meyer Studios Lesson Payment Policies

Professional private music instructors typically adhere to a studio policy of tuition payment, cancellation, and make-up lesson guidelines. To present you with this high caliber of music instructions, our teaching staff must be fairly compensated for their time. These guidelines are set in place to help the studio run smoothly, so that instructors have the ability to focus on teaching, ensuring consistency and quality of study for all students. As a student with a reserved, weekly lesson, you are enrolled in the studio, much as you would be in a school or college. It is very important that you make a commitment to your instructor and make every effort to maintain excellent attendance.

## Tuition

1. Lesson tuition is billed one month in advance, either 4 or 5 lessons depending upon month, and it is due at the first lesson of each month. **Clients MUST opt in to our auto pay program**, where fees are automatically deducted on the 1<sup>st</sup> or 20<sup>th</sup> of each month for the current and next sessions fees as applicable upon initial start date.
2. Regular lessons are held and billed according to the published studio calendar. The **calendar is posted in each studio and waiting room** and on the studio Facebook page, where it is published every 2-3 months.
3. Lessons may be suspended and late fees of 10%/mo (maximum of \$10). may be applied if payment is not received before the third lesson of the month due to insufficient funds, account changes, etc.

## Cancellations and Make-Up Lessons

1. **If a student cancels a lesson for any reason, full lesson tuition is still due.**
2. If the instructor cancels a lesson, and is not able to schedule a make-up lesson, the student will receive a credit for the missed lesson.
3. **To be eligible for consideration for the allotted two make-up lessons per year, students must give 24hrs. notice of cancellation\***, and must schedule the make-up lesson within 30 days of the canceled lesson.
4. If a make-up lesson is not available as the available options presented do not work for the student, the lesson will not be eligible to be made up.
5. **Students are eligible for two make up lessons total per calendar year.**
6. **Make-up lessons will NOT be scheduled for canceled/no show lessons.**

*\*At the instructor's discretion, the policy of 24hrs. notice of cancellation may be waived ONE TIME in the case of sudden, unpredictable illness or accident, if all other tuition and make-up lesson guidelines have been followed, the student has not exceeded the annual allotment, and an opening is available and agreed upon.*

## We Reserve the Right to Dismiss Any Student(s) for the following reasons:

1. Payment problems, including late payments, returned checks, incorrect amounts, etc...
2. Poor Attendance, insufficient effort, or poor attitude, if we feel it is not what we consider to be acceptable.
3. Miscellaneous actions by a student, or a student's family, that we determine to be detrimental to our private lesson program.