

BELLA MUSICA ACADEMY POLICIES AND PROCEDURES

TUITION

1. All payments are processed by pre-authorized auto draft on the first of the month. Tuition is \$140. per month, due the 1st of the month, for weekly 30 minute piano sessions or 60 minute Accelerated Piano at our location or online. Tuition is never prorated for missed lessons and does not include music books.

Tuition received after the 10th of the month is subject to a \$15. late fee.

CANCELLATIONS AND MAKEUPS

2. For any lessons missed by a teacher, we will provide a substitute teacher. If a substitute teacher is unavailable, a makeup lesson will be scheduled promptly. For lessons missed by a student, makeup lessons are available with 24 hours notice of cancellation at the Parent Portal. Makeup lessons may be in group or online, registration is required.

LESSONS ARE MONTH-TO-MONTH

3. To withdraw from lessons and discontinue charges to your account, written notice must be received by the **15th of your last month. We do not prorate tuition for the last month's lessons.** Students will be responsible for their last month's tuition whether or not they attend lessons. initial_____

AVERAGE OF FOUR LESSONS PER MONTH

4. Monthly tuition is based on an average of 4 lessons per month. In the long months, you will get five lessons, short months such as November and December, you will get fewer lessons, and most months you will get four lessons. The tuition is the SAME each month.

MUSIC BOOKS

5. Music books recommended by your teacher can be purchased as needed. Preferred payment is by automatic debit. Cash and checks are accepted. Books cannot leave the studio until paid.

Students that arrive for lessons without lesson books cannot be accommodated.

MUSIC PRACTICE

6. Students are required to play their assigned music every day. This usually means 10-15 minutes for beginners, up to 15-30 minutes for intermediate and advanced students. Parents should provide reminders and encouragement, and progress is expected. **Lack of practice is grounds for dismissal.**

PHOTO AND VIDEO PERMISSION

7. At times we video and photograph performances and features students on our website, YouTube and FaceBook. By signing, you give permission for the photo and/or video of your student to be used by the Academy.

Decline: _____

CARE OF STUDENTS

8. The Academy is not responsible for providing care for students before or after lessons. Students will wait for parents by studio doors. Please do not ask them to meet you elsewhere. The Academy assumes no responsibility for children who leave unaccompanied. Parents are always welcome to sit in on lessons. If siblings are present, please assure that they are with you at all times.

9. Bella Musica Academy is not responsible for any injury or illness sustained on the property resulting from normal lesson activity or any other activity conducted by the students or their siblings before, during, or after lesson time.

I have read and understand the Bella Musica Academy policies and procedures, and agree to abide by them.

Student name (please print)

Signature of parent or adult student

Date