



## Studio Policy and Music Lesson Agreement

### Tuition Fees

Tuition is paid on a monthly basis and is due the first lesson of each month. Late payments are subject to a late fee penalty of \$5 per week that the payment is late. If payment (including late fees) is not received by the end of the month, the student will be removed from the instructors schedule.

Monthly tuition fees will remain the same regardless if there are four or five lessons in the month. Tuition in November and December will remain the same despite the Holiday Breaks (please see closures below).

### Cancellation

Students: There will be no refunds or credit given for lessons that are cancelled by the student. Make-up lessons can be scheduled at the instructors discretion. Students who do not attend their lesson and do not give any notice ("no shows") are not eligible for a make-up lesson.

Instructors: If an instructor must cancel a lesson they are obligated to offer a make-up lesson. If there is no time slot available for the student the instructor may offer a lesson credit for the following month.

### Cancellation Due to Illness

Students who are ill and unable to give 24 hours notice may reschedule their lesson at the instructors discretion. However, if this occurs too often and the instructor feels that the privilege is being abused, Prelude Academy reserves the right to charge the normal rate for all missed lessons.

### Make-Up Lessons

All make-up lessons must take place within two weeks of the original missed/cancelled lesson. The instructor is not obligated to schedule make-up lessons that immediately follow the students' regularly scheduled lesson slot. There are no make-up lessons, lesson credits, or refunds for missed group classes/rehearsals.

### Late Arrival

Lesson time will not be made up for students who arrive late.

### Learning Needs

It is the parents responsibility to inform their instructor of any known health limitations or special learning needs in compliance with the Individuals with Disabilities Education Act.

### Closures:

Thanksgiving Break (the week of Thanksgiving, tuition due).

Holiday Break (the last two weeks of December, tuition due).

Summer Break (the month of July only, no tuition due).

**Prelude Academy of the Arts**

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