

## New Jersey School of Music Lesson Policy

**Regularly Scheduled Weekly Lessons** All regular lessons are private and recur at the same time and day on a weekly basis. Students are expected to come to lessons fully prepared with their instrument and all books.

The fees for these lessons are as follows: One thirty minute weekly lesson per household is **\$25**; two thirty minute weekly lessons per household are **\$24** each; and three or more thirty minute weekly lessons per household are **\$23**.

- \* Tuition is payable on the first lesson of the month for the month ahead.
- \* Payment may be made by cash, check, VISA, MasterCard and Discover.
- \* All lessons must be paid for while the student is on our schedule.
- \* There is a grace period which ends on the 15<sup>th</sup> of each month.
- \* Payments received after the 15<sup>th</sup> of the month are subject to a \$15 late fee per lesson.
- \* Lessons may be denied to students with unpaid balances after the third lesson of the month.
- \* Payment for the first month of lessons is due upon registration. There is no registration fee.
- \* An automatic payment plan is available upon request and with a signed consent form.
- \* There are no refunds on lesson fees
- \* Bounced and returned checks are subject to a \$30 processing fee.

**Ensembles** Various instrumental ensemble classes are available. The fee for ensemble lessons is \$12 for students of the school and \$15 for non-students and is payable at the beginning of the month for the month ahead. Commitment to attendance is essential to the group. No makeup lessons or vacation days are offered.

**Every Other Week Option** Lessons scheduled on an every other week basis must occur at either the beginning or end of the instructor's schedule. This schedule option is not ideal for young students. The fee is \$25 per half hour lesson and is payable at the beginning of each month for the month ahead.

**Special Appointment Lessons** These are lessons that are scheduled only periodically and based on availability. They are offered for those who cannot commit to a regular schedule. The special appointment lesson fee is \$30 per half hour and is due when the lesson is scheduled. Missed lessons cannot be rescheduled.

**Student Absences** All communications regarding student absences must go through the front desk. Advising us of an absence in advance of the missed lesson entitles you to a makeup lesson, not a financial credit.

- \* Makeup lessons are limited to four per calendar year applicable to regular weekly students.
- \* Make up lessons are limited to two per calendar year for students with lessons every other week.
- \* Once scheduled, makeup lessons cannot be rescheduled.
- \* All absences must be made up within the same calendar year in which the absence occurred.

Exception: Absences in the month of December may be carried over into January.

- \* In the event lessons are missed without prior communication no makeup will be provided.

**Vacation** Each student who has been on schedule for at least three months and commits to a full calendar year of lessons will be entitled to two annual vacation days to be scheduled between July 1 and the December 23.

- \* Vacations must be scheduled at least one week in advance of the missed lesson.
- \* Vacation days are lessons that are credited back to your account and not made up.
- \* Credits for vacation days will be applied against your December lesson fees.

**Teacher Absences** When your regular teacher is absent for any reason a qualified substitute teacher will be provided. We expect all students to have lessons with our substitute teachers.

- \* We do not provide notice when there is a substitute teacher.
- \* If no substitute teacher is available we will contact you in advance of the lesson to offer a makeup lesson which will not count against the yearly maximum.

**School Closings** We are closed ONLY on Memorial Day, Independence Day, Labor Day, Thanksgiving Day and from December 24 through January 1. Closings due to inclement weather are communicated by email and can be confirmed at either 609 654-0060 or [www.njschoolofmusic.com](http://www.njschoolofmusic.com).

**Discontinuation of Lessons** Notice to discontinue lessons must be communicated at our front desk at least one week in advance of the last lesson. Without adequate communication lesson fees will continue to be charged.

I have thoroughly read this policy in its entirety and agree to all conditions as stated.

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Parent/Student (over age 18)

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Date