

## School Policy

**Tuition** – The tuition is \$23.00 per ½ hour lesson and \$46.00 per hour. For families enrolled in three or more ½ hour lessons per week there is a discount of \$1.50 per lesson. All lessons are scheduled weekly. Tuition is payable monthly and is due in full on the first lesson of each month for the month ahead. All lessons must be paid for! An automatic payment plan is available. Payments not received by the 15<sup>th</sup> of the month are subject to a late fee of \$10. Payment for the first month of lessons must be received BEFORE the date of your first lesson in order to guarantee your spot on our schedule.

**Student Absences** – All communications regarding student absences must go through the front desk. Letting us know when you will be absent entitles you to a make-up lesson (not a credit). Make-up lessons are limited to 4 per calendar year. For students who sign up for seasonal or short term lessons (such as those limited to the summer months), make-ups are limited to one per calendar quarter. Once scheduled, make-ups cannot be rescheduled.

**No Call, No Show** – In cases of no call and no show, entitlement to a make-up lesson is forfeited and tuition for the missed lesson is charged to the student's account. In the event of 2 consecutive no call, no shows we reserve the right to remove the student's name from our schedule.

**Teacher Absence** – In the event of a teacher absence or scheduled vacation a qualified substitute teacher will be provided. We expect all students to have lessons with our substitutes. Those who feel strongly about not having a substitute teacher, have the option of using their own personal vacation days on the dates of teacher's vacation. In the rare event that no substitute teacher is available, we will attempt to provide a make-up lesson (which will not be included in your yearly maximum), or a credit will be applied to the student's account for the missed lesson.

**Vacation** – Each student who: 1. has been on schedule for a minimum of 3 consecutive months; 2. intends to remain on schedule for the entire year (including the summer months); and 3. agrees to have lessons with our substitute teachers is entitled to 2 vacation days per calendar year (non-cumulative). Advising us of your vacation dates at least 1 week in advance prevents tuition from accruing during your vacation and guarantees your time slot on our schedule.

**School Closings** – The school is closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day and from December 24<sup>th</sup> through January 1<sup>st</sup>. We are open for all other school holidays. Closings due to inclement weather can be determined by calling (609) 654-0060. A clear message will advise of the dates and times of any closings.

**Delinquent Tuition** – It is the student's responsibility to pay tuition in a timely manner, as we prefer not to bill. Bills, which are sent after the 15<sup>th</sup> of the month, include a \$10 late fee. Those who fall more than one month behind in their payments will be removed from our schedule until full payment is received.

**Termination of Lessons** – Notice to discontinue lessons must be given at the front desk at least 1 week in advance in order to prevent charges from being incurred.

**Special Appointment** – Special appointment lessons are available for students who cannot commit to regularly scheduled weekly lessons. Payment for each special appointment lesson is due in advance of the lesson date and is necessary to hold your spot on our schedule.

**Instrument Rentals** – Electric guitars with amplifiers and cello rent for \$75 per 3 month period. All other instruments rent for \$60 per 3 month period. Rental fees can be applied to the purchase price of the instrument rented.

**Ensembles and Group Lessons** – The fee for ensembles is \$12.00 per hour for students of the NJ School of Music and \$15.00 per hour for all others. There is no allowance for make-ups, credits or vacation days for participants. Your commitment to the group is essential.

I have read the contents of this policy and agree to the conditions.

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Parent/Student (over age 18)

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Date