



I understand that musical growth will come from practice, dedication and the willingness to learn. Practice at home and dedication to lessons will lead to better progress. I understand that the choice to join an ensemble or group requires commitment to attendance.

All regular in-person and virtual lessons at the NJSM are private and recur at the same time and day on a weekly basis. Students are expected to attend each lesson fully prepared with their instrument(s) and all books.

Lesson Fee Structure: I understand that payment is due at the first lesson of the month for the month ahead. Payment received after the 15th of the month is subject to a \$25 late fee. Students with unpaid balances after the 15th of the month may be denied lessons.

- Once paid for, I understand that there will be no refunds for missed or canceled lessons
- I understand that the fees for all lesson books and materials will be added to and included in my monthly total
- Bounced check fee is **\$30**
- \$10 yearly recital/activity fee per family. Billed \$5 in May and \$5 in November regardless of recital participation
- Automatic monthly payment is available for all students and is recommended for all virtual students

One Weekly Lesson	2 Weekly Lessons	3 Weekly Lessons	Ensembles NJSM Students	Ensembles Non-Students
\$34.00 per lesson*	\$33.00 per lesson*	\$32.00 per lesson*	\$20.00 per week*	\$25.00 per week*

*Lesson prices are subject to change | Active military family discounts are available.

Every Other Week (EOW): Lessons are scheduled on a **strict** every other week basis and 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 **\$34.00** per half hour lesson and is payable at the beginning of each month for the month ahead.

Student Absences: I understand that if the student is sick or unable attend their regularly scheduled lesson, that it is my responsibility to contact the **NJSM office** and inform them of the absence prior to the lesson, giving as much notice as possible. Make-ups for missed lessons are eligible for absences properly reported. No make-ups will be offered for missed lessons without adequate notice (**No Call No Show**). There are no make-ups for ensembles.

- Make ups limited to 4 per calendar year (2 for every other week students)
- Once scheduled, makeup lessons cannot be rescheduled
- Payment for the current month must be up to date to schedule make-up lessons
- All absences must be made up within the same calendar year in which the absence occurred
 - a) Exception: Make ups for absences in the month of December may be carried over into January

Vacation Day: I understand that the NJSM will allow me to take 2 (1 for EOW students) vacation days per calendar year. Vacation days must be scheduled 2 weeks in advance. There are **NO** vacation days for ensemble.

- Vacation days require a yearly commitment and a minimum of 3 months of scheduled lessons.
- Vacation days are available from 7/1 – 12/23 each calendar year.
- Credits for vacation days will be applied against December tuition.

Teacher Absences: I agree that when my regular teacher cannot be here due to vacation or illness, that the NJSM will provide a qualified substitute teacher and I will take a lesson with that teacher.

- No notice will be given when there is a substitute teacher.
- If no substitute teacher is available, a make-up lesson will be offered, which will not count against the yearly maximum.

School Closings: The NJSM will be closed **ONLY** on **Memorial Day, Independence Day, Labor Day, Thanksgiving Day** and for lessons between **December 24 through January 1**. Closings due to inclement weather are communicated by email and can be confirmed at njschoolofmusic.com or by phone at either 609 654-0060 or 856-375-2263.

Schedule Changes or Discontinuation of Lessons: I understand that scheduling changes can be made over the phone but must be confirmed by written letter or email. To discontinue lessons, I will provide the NJSM with two weeks' notice and pay any past due balances. Confirmation needs to be in writing via letter or email (njschoolofmusic@verizon.net or njsm.cherryhill@njschoolofmusic.com). 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.

Parent/Student (over age 18)

Date

*By accepting music lesson instruction at the New Jersey School of Music I hereby agree to all the terms and conditions stated in this agreement.