



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

Table with 5 columns: One Weekly Lesson (\$30.00 per lesson\*), 2 Weekly Lessons (\$29.00 per lesson\*), 3 Weekly Lessons (\$28.00 per lesson\*), Ensembles NJSM Students (\$18.00 per week\*), Ensembles Non-Students (\$22.00 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 \$30.00 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.