

To work efficiently and provide the maximum benefits of music instruction, Summerglen Music Studio asks each parent and student to understand and follow these policies.

Lesson Scheduling

Lessons are scheduled at the mutual agreement of instructor and client, subject to availability of open lesson times.

Lessons meet on Martin Luther King Day, President's Day, teacher workdays, and year-round Track-Outs. If you are unsure of whether lessons will be held, please contact the instructor.

Fees and Payment

Our fees are:

\$20 for ½ hour lesson
\$35 for an hour lesson

You have two payment options:

1. Pay for each lesson individually.
2. Pay at the first lesson of the month for the upcoming month's lessons. *For hour-long lessons, a \$5 per lesson discount will be applied with this option.*

Cash, check and credit card through PayPal payments are accepted. There is a \$25.00 charge for returned checks.

For trombone students, an instructor can come to your home in Raleigh for an additional \$5 per lesson.

Lesson Expectations

Promptness is requested. If a student is late for a lesson, s/he will lose the time s/he is late.

Bring all current books, materials, and spiral notebook for assignments to every lesson.

Assignments given in lessons are expected to be completed.
Consistent practice is expected of all students.

Students are required to purchase music books and other accessories for their lessons. These materials must be purchased in a timely manner.

Lesson Attendance

If a student must miss a lesson, prior notice must be given at least 24 hours before the lesson time.

Lessons missed without prior notice will be charged in full. No refunds are given for missed lessons.

Absolutely no lesson will be made up for failure to call in advance.

If your instructor must miss a lesson, credit for another lesson will be given.

The Role of Parents

As a parent, you play an integral role in supporting your child's musical development. By taking an interest in your child's lessons and reinforcing the importance of daily practice, you can help your child excel musically.

Parents are welcome to sit in on their child's lesson once a month. The instructor will use this time to help the parent understand the student's progress.

The living room and kitchen (with complimentary coffee, snacks, and wireless internet access) are available for parents who would like to use them during their child's lessons.

Care of Students

Summerglen Music Studio is not responsible for providing childcare for students or their siblings. Siblings of students may not be left at Summerglen unsupervised. Students must be picked up promptly after their lessons.

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or any other activity conducted before, during, or after lesson time.

Withdrawal and Refunds

Students and parents must provide one month's notice to discontinue lessons.

Notice must be given in person to the instructor.

Lessons may be terminated by the instructor at any time, particularly if the student:

- is unprepared for two or more lessons during a month, or
- demonstrates disrespectful or aggressive behavior toward the instructor.

If lessons are terminated in the middle of a month, the remainder of that month's tuition will not be refunded.

**I have read and understand
the Summerglen Music
Studio policy and agree to
its provisions.**

Signature_____

Printed Name_____

Date_____

summerglen music



**policy guide and
agreement**