



## ON TRACK MUSIC LESSON POLICIES AND PROCEDURES

### REGISTRATION

A non-refundable fee of \$35 per student is required at the time of registration and each year on September 1<sup>st</sup>.

### TUITION

**Lesson payment is on a tuition basis.** Monthly tuition for private lessons is dependent upon the program that you are registered in and upon the teacher that you take from (indicated on the student registration form). **Tuition is payable the first week of the calendar month. There will be a \$15.00 late charge added to any amount not paid by the 15<sup>th</sup> day of each month.** You will not receive a monthly statement unless your account becomes past due for the current month. The preferred method of payment is automatic monthly deduction of tuition through the responsible party's bank account. Students who choose this option of payment will receive a discounted rate over other methods of payment. We also accept checks, cash, money orders, and credit cards. All NSF checks and auto drafts will be charged a \$20 NSF fee. The first month that a student registers for is non-refundable.

### OPTIONAL DEPOSIT

**Students who do not have their tuition automatically deducted from their checking account are required to pay a deposit equal to the tuition amount for one full lesson block at the time of registration.** The deposit may be made by check, cash, money order or billed to a credit card. The deposit will be applied to the student's final month of lessons provided that the student withdraws from the program, with their account in good standing, in the manner set forth in this lesson policy.

### SCHEDULING

**All lessons are scheduled on a 'Lesson Block' basis.** There are 12 Lesson Blocks in a calendar year. **Lesson Blocks are not the same as calendar months.** Lesson Blocks run in 28 day cycles consisting of four weekly lessons or two bi-weekly lessons, for a total of 48 weeks that lessons are held each year. Because there are actually 52 weeks in a year there will be approximately four weeks each year that students will not have scheduled lessons. Those weeks are indicated on the Yearly Lesson Block Schedule as Summer/Winter/Spring Breaks. With the exception of your first Lesson Block, which will be pro-rated, tuition will remain the same for each lesson block. **Students who miss a scheduled lesson must still pay for the instructor's time that was reserved for them.** If the student has a lesson that falls on a nationally recognized or state-wide holiday, the school will either provide a make-up date for that holiday or will credit the student's account for the date in question on the following billing cycle. In such cases the student agrees to abide by the decision made by the school staff. The school reserves the right to make use of qualified substitute teachers in cases of staff illness or unexpected absence.

### MISSED LESSONS AND ON LINE VIDEO MAKE-UP LESSONS

**We do not offer "in-person" make up lessons. We do, however, offer access to a private video channel where students may view on line lessons, personally taught by our staff members, to make up for an excused private lesson.** Access to the private video channel will be temporarily granted to a student when a 24 hour advance notice of cancellation is given to the school office. Anything else will be considered a **no show or un-excused absence.** No shows and un-excused absences will not qualify for access to the private video channel, will not be credited, and must be paid for. **No make-up lessons are given for any missed group classes. No refunds are given for missed lessons.**

### WITHDRAWALS AND REFUNDS

Private lessons are given on a month to month basis. One-month's notice of withdrawal is required to discontinue any private lessons and have automatic payments discontinued or to have your pre-paid deposit applied to your final lesson block. Students enrolled in group programs must commit to the entire length of the group course and may not withdraw without paying the full price for the entire duration of the group class. Withdrawals must be done in writing. Withdrawals must be done through the school office and not with the teacher. To withdraw from lessons a parent or adult student must: 1) Inform the school office staff and; 2) Complete and sign a withdrawal form provided by the school office. On Track Music reserves the right to terminate lessons to any student without notice. In such a case a complete refund of any unused lessons and deposit money will be given.

### STUDENT'S RESPONSIBILITY TO BE AWARE OF DATES AND EVENTS

It is the parent's and adult student's responsibility to be aware of school activities such as student concerts and dates that the school is opened and closed. The school may post notices on the school premises, send notices home with students, list activities in school newsletters and emails, and post information on the school website and social media sites. The parents and adult students are solely responsible for reviewing the material and keeping the school office informed of current address and contact information.

### LESSON MATERIAL

The majority of lesson material is written and transcribed by Scott Graves and is part of a continuing copyright. All lesson material issued to students is the property of Scott Graves and is intended only for private use by those to whom it is issued. **Any unauthorized reproduction or distribution of any lesson material in any form either written, video taped, audio taped, photocopied, digitally copied, or any other form of reproduction is a violation of federal law.** It will also subject the student to having his/her lessons terminated.

### PHOTO RELEASE

The school is hereby granted permission to take photographs of the enrolled student to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

I have read and understand the above policies and procedures and agree to abide by them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Signature of Parent or Adult Student