



## Policies and Procedures Private Music Lessons

***Fall 2010 Music Lessons begin  
Monday, August 23, 2010***

### **Please read the following carefully:**

AMA offers private lessons in all of the following:

Piano	Violin	Flute	Trumpet	French Horn
Voice	Viola	Clarinet	Trombone	Theory
Guitar	Cello	Saxophone	Tuba	

Music lessons are provided all year round, including the summer months. If a student needs to withdraw from lessons at any time for any reason, a 4-week notice must be given in person by visiting the front desk. Unless AMA is notified of withdrawal by having a parent or guardian sign and date the "Withdrawal" line at the bottom of the registration form, the parent or guardian will continue to be responsible for tuition payments until notice is given. Coming into the studio and signing the withdrawal line is the only way to withdraw from a class. Calling or leaving a message, telling a friend, notifying a teacher or e-mail are not accepted as forms of withdrawal. The 4-week withdrawal notice begins from the date the withdrawal line is signed and dated at the bottom of the registration form.

Students should be prompt for their lesson and waiting at the front desk at the time of their lesson. Do not sit in the hall and wait to be called. Your lesson time is yours alone. It is not the responsibility of the instructor to come and find a student.

**PAYMENTS:** Music Lessons are \$24 per 30-minute private lesson. On the first of every month, your card will be charged \$96 (4 lessons at \$24 each). There is no exception to this policy. A credit card form is attached to the registration form. Most months have 4 lessons, but some have 3 or 5 lessons (depending on Holidays). To keep our bookkeeping uniform, you will be charged the average of 4 lessons each month. All families must have a credit or debit card on file for all fees throughout the year.

An annual \$22 registration fee is charged per student (and an additional \$12 fee per family member). Your Registration Fee will be charged to your credit card upon registration.

\*Since music lessons are private and group music lessons are limited to six students, there are no discounts given in conjunction with dance, tumbling or drama lessons or for multiple family members.

**MAKE-UP LESSON POLICY:** Tuition paid and registration fees are non-refundable. No credits or refunds are given for missed lessons. Music lessons are private and your teacher will be in attendance even if you are not. As a courtesy, one make-up lesson is allowed per 12-week period only if a 48-hour notice is given. If notice is less than 48 hours, or none is given at all, the lesson will not be made up. On occasion, a substitute instructor may be arranged to teach your lesson. In the rare instance that your music teacher needs to cancel a lesson, a make-up lesson will be arranged at a later date.

**PERFORMANCES:** All music students will have the option to perform in our annual May Music Recital held at the Des Plaines Library. There is no charge for this event.

**FALL REGISTRATION:** Returning students are guaranteed their current time slot until May 1<sup>st</sup>, 2010. After May 1<sup>st</sup>, your slot will be open to new students. You may also change your time slot for the Fall at this time if there are openings.

\_\_\_\_\_ I have received a tuition schedule with all lesson dates clearly listed.