



## **Musichalice Policy**

Welcome to Musichalice, Your Music Academy! We are very excited to share with you our knowledge and passion for music. This policy will outline some details of our studio.

### **Teaching Schedule**

You may choose your preferred lesson time and date among our open spots. Contact us for availability. We offer in-person and online instruction and the lesson length varies depending on the student's level and age. Our studio teaches a total of 45 lessons a year and our calendar is made based on the yearly number of lessons. Sessions are held on a weekly basis and holidays and breaks are stated in our annual calendar.

### **Fees and Payment**

Our studio charges an annual tuition fee based on a total of 45 lessons a year. Holidays and public school breaks are not included in the tuition fee. To make it more convenient for our students we break our annual tuition it into 12 equal monthly payments. Some months we will have 3 lessons, some will have 4 lessons, and some will have 5 lessons, however our monthly payment is always the same as it's based on the yearly amount of lessons.

Payment for each month is due the 1<sup>st</sup> day of the month. Payment submitted after the 10<sup>th</sup> day of the month will be subjected to an extra \$10 late payment fee. Refunds for paid lessons may not be offered. Invoice and a reminder will be sent accordingly should it be required. Our studio accepts cash, e-transfer and cheques. Failure to pay for lessons on time may result in one warning and further lessons will be cancelled until payment is received. If payment is not received by the end of that month, the spot will become available to others immediately.

Please notice that cost of books and any other materials are not included in the tuition fees and therefore would incur in additional cost. Fees for lessons can vary, so please contact us directly for information.

### **Missed Lessons and Make-ups**

All lessons cancelled with more than 24 hours notice may be rescheduled and made up at an agreeable time. Proper notification must be made using our contact info showed below. If the student/parent fails to notify us of a missed lesson or cancels with less than 24 hour notice, the lesson will be fully billed and make ups will not be honoured. If it is not possible to reschedule a properly notified absence, we will gladly send a video with the topic planned for the missed class.

Changes to the teacher's schedule and availability may occur as a result of professional development meetings, live performances or severe illness/emergency. Should any of these situations arise, we will try our best to provide a 24-hour notification and reschedule the missed lesson at your convenience.

Make-ups won't be required for the days the studio is closed, as these days are not included in our annual tuition. Please, refer to our yearly calendar.

### **Discontinuation of lessons**

We understand that for different reasons a student may wish to discontinue lessons. We will require at least two weeks advance notice of your decision. No refund will be given for discontinuing lessons before the end of your prepaid period.

### **Contact Information**

Phone Number: Will be provided by your teacher upon signing up for lessons

Email Address: [musichalice@gmail.com](mailto:musichalice@gmail.com)

It is on everyone's best interest to understand the necessity and importance of a Studio Policy. If you have any questions regarding anything in this document, please do not hesitate to reach out to us.

Student's Full Name \_\_\_\_\_

Student/Parent Signature \_\_\_\_\_

Date of Signed \_\_\_\_\_