



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 important details and information regarding 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 44 to 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 40 lessons a year. Holidays, public school breaks and a few extras lessons are not included in the tuition fee we charge. To make it more convenient for our students **we break our annual tuition fee into 12 equal monthly payments.** Some months 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.**

A one-time registration fee will be applied to all new students or returning students who had previously discontinue lessons.

Tuition is based on enrolment – not on attendance. Payment for each month is due on the 1st day of the month. Payments submitted after the 10th day of the month will be subjected to a \$10 late payment fee. **Refunds for paid lessons may not be offered.** A due date reminder might be sent should it be required, however, it is not guaranteed. Our studio accepts cash, e-transfer and cheques as methods of payment. 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 more information.

Missed Lessons

Tuition is based on enrolment, not on attendance. Once enrolled, each student's weekly lesson time will be reserved whether they attend or not. Lessons may be taken in person or online, and **tuition is due on the 1st of each month**, regardless of attendance. Failure to pay the monthly tuition fee on time will result in the Student's enrolment being cancelled, and the time will be offered to the next student on the waiting list.

Our studio DOES NOT offer reschedules for any students or teachers absences. Missed lessons are already factored in our annual calendar.

Our calendar **shows 44 to 45 lessons per year, but only 40 lessons will be billed.** The extra lessons in addition to recital days will serve as buffer days to allow flexibility for sick days, vacation days or unexpected absences for students and teachers. If a teacher or student needs to miss a lesson, **no reschedule will be necessary**, as these missed days are already accounted for in our annual calendar.

If a student or teacher is absent, the studio may offer an **alternate option**, such as:

- Asynchronous assignments
- Submitting a student practice video for teacher's feedback

Summer Lessons Attendance Policy (July & August)

NOTE: This policy applies **only to July and August.**

During the summer months, the studio will offer more flexibility with scheduling, as schedules allow for it. Students and teachers may reschedule as many lessons as needed during **July and August**, as long as:

- The studio is notified at least **24 hours in advance**, and
- The rescheduled lessons are booked **within the same two months (July & August).**

Rescheduled lessons may be held **in person or online**, depending on student and studio availability.

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 reschedules will not be honoured.

Discontinuation of lessons

We understand that for different reasons a student may wish to discontinue lessons. We will require a minimum of two weeks notice in advance from the day you wish to discontinue your lessons. The two weeks notice will commence upon receipt of your discontinuation notice which shall be given in writing. All lessons scheduled for that period will be due for payment. 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

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.

Please, have this Policy signed and returned to us at your earliest convenience. Failure to sign this policy does not constitute cancellation and rules may remain in force.

Student's Full Name _____

Student/Parent Signature _____

Date of Signed _____