



Joyful Melodies Music School

Creating a Passion for Music

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Tuition and Attendance Policies

Effective January 2023

General

1. **Registration Fee** - \$60 for new and re-enrolling private students (non-refundable); group classes do not incur this fee.
2. **Monthly Tuition** - Private lessons are charged monthly, due **on or before the 10th** of every month. A late fee of \$25 will be charged after the 10th. There are **NO EXCEPTIONS**.
3. **Returned Checks** - If a check "bounces," the student's account will incur a \$50 fee.
4. **Tardiness** - Please be prompt for each lesson. The instructor will not make up time due to a student's late arrival.

Private Lessons

5. **Missed lessons** - We charge the full lesson rate *unless* 24-hours advanced notice **prior to the scheduled lesson time** is only given via email, telephone, or walk-in by guardians of the students. No make-up lessons or other credits will be offered for such missed lessons.
6. **Allowable Cancellations** - Every calendar year, each student may cancel up to four lessons **only if** 24-hours advanced notice prior to the scheduled lesson time is given. Once all four cancellations are used, a student *must* schedule for the makeup lesson or be charged. (see note #10)
7. **Emergencies** - If a student is unable to give 24-hours advanced notice due to illness, a make-up lesson may be arranged *at the instructor's discretion when called PRIOR to the lesson time*.
8. **Observed Holidays** - Joyful Melodies will not charge lessons that fall on the listed observed holidays below. Joyful Melodies is only closed on the day of the observed holidays.
9. **Instructor's Absence** - Many of our instructors are working professionals, and sometimes need to reschedule. If an instructor is absent, the student has four options: 1) Work with a substitute teacher, 2) Schedule a make-up lesson before or after their teacher leaves/returns, 3) Use an "allowable cancellation" if no make-up is desired, or 4) Extend the next lesson time to count as their make-up lesson.
10. **Make up lessons** - Any outstanding make-up lessons must be scheduled with the front desk staff **three months from the first known missed lesson(s)**. After this time, the lesson is forfeited and will be charged.
11. **Withdrawals** - Any student who misses/cancels four or more consecutive lessons without notice will be considered "withdrawn" from the school; Joyful Melodies will not hold the student's reserved lesson time and instructor. If the student wishes to continue, they will need to re-enroll (see #1 above).
12. **Multiple Lessons & Siblings** - If a student or siblings are taking lessons from multiple teachers (more than one instrument), the family must inform the front desk staff and **all** their teachers if they plan to miss/reschedule/cancel any lessons, or they will be charged (see #5 above).
13. **Discontinuation of Lessons** - If a student decides to discontinue private lessons, the front desk staff and the teacher must be given at least 30 days' notice. Any remaining "allowable cancellations" **cannot** be applied to the 30 days discontinuation period, and Joyful Melodies will not refund any tuition for unfinished lessons. Any unused credits need to be used by the end of the calendar year.
14. **Termination** - Joyful Melodies Music School reserves the right to terminate lessons or our services at **any time** for **any reason**. If we do so, we will refund any remaining balance to our student minus any outstanding charges.

Group Classes

15. No credit or make-up classes will be given for students who miss any group class session. No refunds for early withdrawal.

Joyful Melodies Observed Holidays

- New Year's Day (January 1st) • President's Day (Feb) • Memorial Day (May) • Independence Day (July 4th)
- Labor Day (September) • Thanksgiving (November) • Christmas (December 25th)

I, _____ read, understand, and agree to the above Tuition and Attendance policies.
(Parent's signature and date)

Parent's Name: _____ Student's Name(s): _____ Date: _____