



Joyful Melodies Music School

Creating a Passion for Music

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Tuition and Attendance Policies

Effective October 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 **within three months from the 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 **Withdrawals** - Any student who misses/cancels four or more consecutive lessons without notice will be considered "withdrawn" from the school; Joyful Melodies will not hold the student's reserved lesson time and instructor.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 Policies:

15. Refunds will **not** be issued **3 calendar days or less** before the start of the class.
16. Withdrawals requested **4 or more calendar days** prior to the first meeting class will incur a 15% processing fee.
17. No Makeup, refund, or credit for any missed classes, if student is absent from class.

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: _____