



524 Broyles St. SE
Atlanta, Georgia 30312
www.playmoremusic.com
404.589.9985

Play More Music Studio Policy

November 2, 2006

Lessons

- Play More Music is a group of energetic instructors with a passion and commitment to music education. Our mission is to instill a life-long love of music in our students by fostering creativity and excellence in practice and performance.
- The goal of this studio is for students to have fun making music. It is a learning experience that takes dedication, practice, and patience - but the rewards are well worth it.
- All instructors will be positive, encouraging, and honest about each student's individual needs.
- Students may choose to participate in studio recitals and may be required to participate in other recitals.
- Parents are welcome to attend any and all lessons.
- Home lessons are determined based on the availability of a teacher.
- Materials are normally ordered through the student's teacher and billed to the account. The teacher will always check with the parents/guardians before placing an order. It is essential for the student to be prepared with their books at every lesson.
- The studio policy is subject to change without notice. A current version of this policy will always be posted on our website.

Payment Terms

- Statements are sent to the email address provided on the registration form.
- The tuition due date is one week before the first lesson of the session. A 5% late fee applies to any payments received after the due date. Weekly charges apply.
- Please make checks payable to "Play More Music".
- You should mail or hand-deliver your payment to Play More Music. Please do not give any payments to the instructor.
- The returned check fee is \$40.00.
- Play More Music reserves the right to cancel any lessons and accompanying time-slots for unpaid accounts. No make-up lessons or credits will be applied for lessons cancelled due to late payment.
- No refunds are issued. Credits may be applied to the account.

Make-up Lessons

- Only students who are currently enrolled in a full session are eligible for a make-up lesson or credit.
- 24-hour notice to Melissa Sebel is mandatory to consider an absence excused. Only one excused absence or reschedule is allowed per student, per session. All other absences are considered unexcused.
- Any change in lesson time during a session is considered an absence.
- If an absence is considered unexcused, no make-up lesson or credit is applied.
- A make-up lesson will be scheduled based on the availability of a convenient time for both teacher and student. If no lesson slot is available, the lesson will be credited to the student's account
- Any lesson canceled due to a teacher's conflict will be made up or credited to the student's account.
- All notification regarding scheduling must be directed to Melissa Sebel. If it is more than 48 hours before the lesson, notification can be sent via email to melissa@playmoremusic.com.
- If two make-up lessons are desired per session, notice must be given to Melissa Sebel before beginning a new session. Fees apply.
- Instructors are only required to wait 10 minutes if a student is not at their lesson at the scheduled time. If there is more than one lesson at a house, the teacher will not return to that area.



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New Students

- A one-time registration fee of \$30.00 (per child per instrument) is due at the first lesson.
- Students who matriculate with a pro-rated schedule are not eligible for a make-up lesson until they are registered for a complete session.

Calendar of Sessions

- Back-to-School Session (10wks)—Begins the second full week in August.
- Fall Session (9-10wks)— Begins the third full week in October.
- Winter Session (11wks)— Begins the first full week in January.
- Spring Session (9wks)— Begins the third full week in March.
- Summer Session (11wks)— Begins the last full week in May.
- Lessons will not be scheduled on National holidays (i.e. Memorial Day or Christmas Day).

Price List (one student)

- \$28 per 30-min in-home lesson
- \$42 per 45-min in-home lesson
- \$56 per 60-min in-home lesson
- \$1.50 per lesson extra for 2 make-up lessons per session. (Must be approved.)

Summer Lessons

- Summer lessons follow all of the aforementioned policies.
- A full session is at least 9 lessons. Only students taking a full session of lessons will be considered to have a make-up credit status.
- Students may sign up for 8 or fewer lessons on an à-la-carte basis. À-la-carte lessons may not be the same day or time each week. At the beginning of the summer, email notification will be sent to parents with the confirmed lesson dates and times. These are fixed lessons and do not change without a fee.
- Lesson changes to an à -la-carte schedule are \$10.00 per change.
- À-la-carte changes are accepted upon availability in the teacher's schedule.
- Without 24-hour notice, no changes can be made to any schedule.
- Students not wishing to enroll in summer lessons may forfeit their time slot unless a \$50.00 non-refundable deposit is placed for each half-hour time slot. It will be applied towards the Back-to-School tuition.

I have read the Play More Music studio policy in its entirety, and I understand and agree to its conditions.

Parent's Signature

Parent's Name (print)

Date