

# Please respect our school and teachers and take time to ready the following: BMACO Student/Teacher Policies and Agreement 2021-2022

**SOME POLICIES HAVE CHANGED** Please Read Carefully and Keep for Your Records.

- ♪ Lessons for ALL STUDENTS will be paid in advance on the **15th day of the previous month**. All tuition dates are listed on the calendar, so there should be no confusion about when tuition is due. **If YOU ARE ABSENT ON A DAY WHEN TUITION IS DUE, IT IS STILL YOUR RESPONSIBILITY TO GET PAYMENT IN ON TIME. PLEASE PAY THE WEEK BEFORE OR MAIL PAYMENT SO THAT IT REACHES THE STUDIO by the 15th. PLEASE MAKE CHECKS PAYABLE to BOWMAN MUSIC & Creative Outlet or VENMO @ BMACOPAY-1234 \* IMPORTANT! No lessons will be given for any student who is behind in payments.**
- ♪ There is a **\$5 late fee each week** your payment is late. After the 3rd week or if you are consistently late, you will be asked to discontinue lessons. **Your teacher will NOT teach lessons that are not prepaid.**
- ♪ There is a \$30.00 Returned Check Service Charge
- ♪ Each student will be offered 44 lessons per year. Prices for weekly ½ hour private lessons are between \$95 - \$100 per month. There is a one time (initial) **\$35** Registration PER STUDENT and There is a \$15 annual fee per family due by September 1<sup>st</sup> every year. **There are NO refunds or credit on tuition.**
- ♪ **Please respect this protocol when discontinuing lessons.** Make sure you understand this policy. Out of courtesy and respect for BMACO and your teacher, please do not just stop coming or tell them at the last minute. Our policy states that you will let your teacher and the office know (in writing, either email or paper) that you are discontinuing when you pay for your last month ON TIME. This gives the teacher a 45 day notice to fill your spot. If you are behind in payments, you will owe all late fees, one month, plus the amount of days you are paying late. \*\*\* If you discontinue and return at a later time, you will need to pay the \$20 per person registration fee again and the current rate for your teacher. As long as you are an ongoing student you will not receive a rate increase it will always remain at the same rate as when you started and will only need to pay the \$15 family annual fee.
- ♪ If your teacher needs to cancel due to unforeseen circumstances, your lesson time will be rescheduled at the **teacher's earliest convenience**. This will be at the teacher's discretion.
- ♪ **In order to be considered for a make-up for a lesson you canceled, you must submit an Absence Notification Form provided in this packet to your teacher.** You will NOT receive a make-up unless we have a form for the missed lesson. Even with the slip, you are NOT guaranteed a make-up within that year. Make-up lessons will mostly be given during other students scheduled absence times. If you no-show or cancel a makeup last minute, you forfeit that make-up.
- ♪ **Chronic no shows and last minute cancellations will result in your lesson time being filled by another student on our waiting list. Make sure you call at least 24 hours in advance! If late notice cancellations make us unable to use your spot for someone else who needs a make-up, you probably will not receive one either.**
- ♪ There are materials that each student will need for lessons and their needs may change as the student grows and improves. Also sheet music pieces may need to be purchased by student. Students should to bring all materials to their lessons every week. It is not the teacher's responsibility to provide you with duplicate materials. Please put your name on all Binders and Music. Parents, please help your child be responsible.
- ♪ NO ILLEGAL DRUGS OR ALCOHOL ON PROPERTY! We will contact the police on this matter.
- ♪ NO SMOKING in studio, yard or parking lot. **Please smoke in your car only and discard butts in your ashtray!**
- ♪ Never place any liquid including plain water on any piano or equipment, EVER!
- ♪ Please be quiet in the waiting area as to not interrupt lessons. The studios are not sound proof.
- ♪ Please be on time for your lessons. If you are late you will not get your entire lesson that day,
- ♪ Please remove all your trash from your studio and waiting area before you leave. **Parents please clean up after your small children in the waiting area. Please do not allow them to roam the studio and touch equipment.**
- ♪ Students under 12 must wait for their rides in the waiting area. Parents please come to the studio to pick up your children. **Do not ask them to meet you in the Parking Area!**