

NORTH RIDGE MUSIC SCHOOL

Studio Policy - School Year 2009-2010

Tuition and Payments

1. Annual Registration fee of \$20 (individual) and \$30 for families with multiple students
2. Tuition Payments are due prior to each 12-week semester of the school year:
 - a. Fall Semester due = September 12th
 - b. Winter Semester due = December 5th
 - c. Spring Semester due = March 15th
 - d. Summer Session (8-10 weeks) due = June 14th to July 2nd
3. Tuition Rates for private lessons are the following:
 - a. 30 minute lesson = \$252
 - b. 45 minute lesson = \$348
 - c. 60 minute lesson = \$456
 - d. Discounts available for multiple lessons and Family Plans
4. Call for Ensemble Tuition Rates
5. PLEASE NOTE - The school will provide reminders prior to payment due dates. The school will also post reminders in the waiting room, and on the website. The school DOES NOT mail invoices unless payments are already LATE!
6. All tuition payments are due *before* the first lesson of each semester. No lessons will be taught until the student is current with tuition.
7. There is a \$25 returned check fee.
8. **The school reserves the right to apply a 3% late fee for each week a tuition payment is late.**
9. Students are responsible for purchasing their own books, materials, and instruments for home practice; these are *not* covered by lesson tuition.
10. Students are *strongly* encouraged to make use of the best instrument they can find for home practice, whether they purchase one or rent. Instruments of poor quality have a negative effect on the student's motivation and technique, and can increase the student's frustration level at home practice sessions. A beautiful effort by the student will only sound as beautiful as his or her instrument allows.
11. Students are expected to attend lessons regularly and year-round in order to ensure the most consistent progress and motivation. Remember that it takes *many* years to become solidly proficient at any musical instrument, and that the student's (and family's) commitment to lessons and home practice is ultimately what will determine his or her progress.

Schedules and Absences

1. HOLIDAY BREAKS AND SCHOOL CLOSINGS: Consult your school calendar, the calendar in the lobby, or <http://www.northridgemusicschool.com> for all important dates, breaks, and recital/concert dates for the current school year. Also take note of school bulletin boards, postings and mailings for important updates and notices throughout the year.
2. INSTRUCTOR'S ABSENCE: All teachers are responsible for making up any lessons missed by them by arranging a suitable time with the student. If the make-up lesson is missed or cancelled by the student, no additional make-up time will be assigned. The student is entitled to a reimbursement from the office for teacher absence if the teacher has no available make-up times to offer the student.
3. INCLEMENT WEATHER: If the school should close due to inclement weather, students will be notified by telephone prior to their lesson time, and the school will assign a suitable make-up lesson day for those lessons. If the make-up lesson time is missed by the student, no additional make-up time will be assigned.
4. STUDENT ABSENCE: Students are expected to contact the school prior to any absence at 215-508-7737. Please leave a voice-mail message if you're unable to reach anyone at the school directly. Teachers may make-up no more than one (1) lesson missed by the student per semester, and ONLY in cases of an emergency. (School projects, family trips, and sports games and practices are not considered emergencies and lessons missed for these reasons will not be made-up.)

Important Guidelines and Considerations

1. **Students, parents, and siblings are to behave respectfully in the building. Food is prohibited in the studios and lobby area. Noise level in the lobby should be minimal as to not disrupt lessons in progress. Younger siblings, who are not partaking in lessons, are under no circumstances to be left unsupervised in the waiting room.**
2. **Students, parents, and siblings agree to not enter areas not associated with the school. All other areas are private and exclusive of the school and entering such areas is prohibited.**
3. **Students are to arrive for their lessons on time. Parents can wait in the waiting room, or arrive promptly at the conclusion of the lesson to pick up the student.**
4. **Students are expected to arrive for lessons with ALL materials needed for the lesson. Teachers reserve the right to dismiss a student if they come to the lesson unprepared for study.**
5. **Any questions and/or concerns should be brought to the Director's attention via voice-mail, or email and will be answered promptly.**