

## 1. LESSONS

- a. Lessons are booked in 20, 30, 45 or 60-minute increments.
- b. Once enrolled, lessons are considered ongoing and recurring.
- c. The School **does not** observe all federal holidays. Please see the School Calendar.

## 2. ATTENDANCE

- a. You are expected to attend your lessons as scheduled on a weekly, ongoing basis.
- b. If you cannot attend a lesson, the School must be notified in writing at least 48 hours in advance of the lesson to receive a makeup lesson.
  - i. Insufficient notice will result in a forfeit of the lesson.
- c. If the teacher cannot attend a lesson, students will be provided a makeup lesson or the School will provide a substitute with or without notice.
- d. If you are late by 15-minutes or more without notice, the entire lesson is forfeited.
- e. Students must maintain an attendance record of 75% or higher.
  - i. In the event attendance drops lower than 75%, the School will work out alternative scheduling arrangements, up to and including suspension or termination of services. Each situation will be handled on an individual basis.

## 3. MAKE UP LESSONS

- a. Makeup lessons cannot replace regular lessons, and must be scheduled in addition to regular lessons while actively enrolled.
- b. **\*\*Makeup lessons do not replace regular lessons.\*\***
- c. Makeup lessons must be used before discontinuing lessons, otherwise they are forfeited.
- d. Makeup lessons expire 120 days after being issued, as long as the student is active.
- e. Students/parents are responsible for scheduling their own makeups online or with the front desk, and are subject to teacher's availability.

## 4. DISCONTINUING LESSONS

- a. The school must be notified in writing **30** days prior to discontinuing lessons.
- b. In the event your teacher is unable to continue teaching, you will be assigned to another teacher.
- c. All other scenarios will be handled on a case by case basis.

## 5. ADDITIONAL EDUCATIONAL OPPORTUNITIES

- a. The School strongly encourages students to participate in one or more of the following services:
  - i. At least one of our four **Recitals**: Spring, Summer, Fall, and Winter.
  - ii. Standardized Music Exams;
  - iii. Workshops, Group Classes, and other services as they become available.

## 6. Billing, Payments & Discount

- a. A credit card on file is REQUIRED to enroll in lessons.
- b. **All payments are due by the 23rd of each month for the following month's lessons.**
  - i. Example: February lesson fees are due on January 23rd.
- c. Payment methods include cash, check/bill pay, ACH, Zelle, PayPal, or credit card.
- d. Discount is as follows, and must be paid on time by cash, check, ACH or Zelle:
  - i. Sibling discount or multiple lessons discount: 2.5%. Discounts cannot be combined.
- e. Lessons are based on a flat monthly fee structure in alignment with our School Calendar.

**7. Rates & Fees**

- a. **Annual Registration Fee: \$75.00**
  - i. Applies to new and re-entry students (per family).
- b. Convenience Fee: 3% surcharge for PayPal and Credit Card transactions
- c. The School will charge a \$40 fee for bounced checks and a \$20 fee for late payments.
- d. Monthly payments are a flat rate based on a 46-week year, and not the number of lessons per month.

Time per week	In-Person + Hybrid	Online
20-minute lessons	\$199/month	\$175/month
30-minute lessons	\$285/month	\$235/month
30-minutes *2x/week*	\$550/month	\$465/month
45-minute lessons	\$417.50/month	\$355/month
60-minute lessons	\$550/month	\$465/month

**8. Photo & Video Release Permissions**

- a. Occasionally, Scherzo Music School will take video and/or photos from recitals, exams, etc. for use on our social media accounts, website, and other promotional purposes. You authorize Scherzo Music School to utilize your child’s photos or recordings for these purposes only. At any time you may revoke this authorization in writing.

**COVID-19 ADDENDUM**

**Due to the uncertain nature of the COVID-19 pandemic, Scherzo Music School is requiring the following obligations be met to take lessons in-person:**

- **Masks are highly encouraged;**
- **Sanitize hands before and after the lesson;**
- **Anyone displaying cold or flu like symptoms should remain at home or we will send you home.**
- **Understand and agree that lessons may be switched to online, if necessary.**

**These terms are temporary, and will be revised as necessary.**

*By signing this policy, you understand and agree to the terms and conditions set forth. You also understand that this policy and all information here within supersedes all previous policies and arrangements. Any situation not previously stated in this policy will be handled on a case-by-case basis.*

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
Guardian’s Signature

\_\_\_\_\_  
Date