

# Bowman Music and Creative Outlet Teacher/Student Agreement Policies

2011-2012 Please Read Carefully and Keep for Your Records.

- ♪ **Lessons for ALL STUDENTS will be paid in advance on the last lesson 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 ON TIME. PLEASE MAKE CHECKS PAYABLE to BOWMAN MUSIC & Creative Outlet.**
- ♪ 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.
- ♪ There is a \$25.00 Returned Check Service Charge
- ♪ Each student will be offered 44 lessons per year. Prices for weekly ½ hour private lessons are between \$75 - \$85 per month. There is a \$15 annual registration fee per family. **There are no refunds or credit on tuition.**
- ♪ **Please respect the 30 day notice policy when discontinuing lessons. Please let your teacher know you are quitting when you pay for your last month of lessons. This will give the teacher ample time to fill your lesson time with a new student.**
- ♪ 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, you **must submit an Absence Notification Form provided in this packet.** 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 the year. Make-up lessons will be given during other students scheduled absence times.
- ♪ **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.**
- ♪ **A 90 day notice is necessary for all students not wanting to participate in our annual February recital. Please let us know by December 1st if you will not be participating in the February Recital. All students are encouraged to participate in this uplifting event to showcase new skills and entertain family and friends with your talents.**
- ♪ 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 specifically for the recital. Students are required to bring all materials to their lessons every week. It is not the teacher's responsibility to provide you with duplicate materials. 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 put your name on all your books and other items.
- ♪ Please be on time for your lessons.
- ♪ Please remove all your trash from your studio and waiting area before you leave.
- ♪ 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!**