

# Clavier-Werke School of Music

## Statement of Policies – Adult Program

**\*Please keep this statement for your records\***

### Payment

A nonrefundable Registration / Materials fee of \$35 will be charged annually. The fee will pay for registration, music and supplies needed for the entire year and is due upon enrollment. Registration fees do not cover instruments. **Students are expected to bring their assignment binder and music to every lesson.** Your monthly tuition is based on the lesson length you have chosen. Payment is due in advance monthly. You will receive a tuition statement with each billing cycle. We accept online bank payments, check payments and cash only. Checks are payable to Clavier-Werke. **A late fee of \$25.00 will be applied to overdue accounts.**

### Attendance Policy

Regular attendance at lessons is vital for your progress. Group lessons cannot be made up. Private lessons **missed because of illness** will be rescheduled at the teacher's convenience. Please be courteous enough to give us 24 hours notice if possible if you are sick. If you have a work conflict, your teacher will make every effort to help you rearrange your lesson time if you give 7 days notice. Make ups due to student's absence will be limited to three per semester. It is your responsibility to contact the teacher to reschedule a lesson. Rescheduled lessons must be scheduled and completed within sixty days of the missed lesson. If you fail to attend a rescheduled lesson, it is forfeited. If the teacher misses a lesson, a rescheduled lesson will be offered to you as soon as possible and within the semester in which it was missed, Fall, Spring, or Summer.

### Calendar

No lessons will be scheduled during Thanksgiving, Christmas, Spring Break, Easter Sunday or Memorial Day. A complete calendar for the year is available on our website.

### Summer Study

We recommend that students take as many lessons as possible during the summer. We believe we will be more successful in providing quality music education by requiring participation in our summer program. It is important that you continue the forward momentum we have created through the year.

**In order to hold your place in your teacher's studio, we expect you to take a minimum of four lessons during the summer.** However, we encourage you to attend more than the minimum requirement.

**If you decide to opt out of summer lessons you must give written notice by June 1<sup>st</sup> and your place in your teacher's studio will be in jeopardy.** Teachers are not required to hold your place throughout the summer and may choose to take new students in order to keep a full schedule.

Summer tuition will be assessed in June and July and your tuition payments for the following school year are made in advance and are due beginning in August.

### Conferences

We encourage open and direct communication with your teacher and suggest the most efficient way to do this is by email. Email addresses are listed on your assignment sheets. Your teacher will make every effort to contact you within 24 hours. If you have questions or concerns regarding studio policies or basic teaching philosophies, please contact the Director Susan Allen at [sallen210@aol.com](mailto:sallen210@aol.com). We can better serve you if we know your concerns.

### Termination of Lessons and Change of Lesson Plan

If you wish to discontinue lessons, a written notice must be given 30 days prior to termination. Full payment through the final 30 days is required. Students are expected to attend the lessons during the 30 day termination period. The teacher and student should make every effort to create a positive and respectful ending to the music experience.