



# 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. Visit [clavierwerke.com/policies](http://clavierwerke.com/policies) for a detailed list of all items covered by the registration fee. 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

**Lesson attendance is necessary and expected. Please read the following policy details carefully.**

- You are allowed up to and no more than two makeup lessons per semester. It is your responsibility to contact the teacher to arrange a makeup lesson. These two make ups will be offered for absences due to illness only.
- No-show lessons will not be considered eligible for a make up. For lessons missed due to illness notice must be given as soon as possible and before the start of the lesson to be eligible for a make up. Please do not attend your lesson if you are ill.
- Makeup lessons must be scheduled at the teacher's convenience and within sixty days.
- Missed makeup lessons cannot be rescheduled.
- If the teacher misses the lesson, the option to reschedule will be offered to you as soon as possible and within sixty days.

Please give us ample notice of cancellation in order for the teacher to use the missed lesson time productively. Teachers are juggling extremely tight schedules so as much notice as possible is appreciated and alleviates the stress of rescheduling.

One week's time is optimal.

### 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.