



Lesson Studio Policy

Effective July 29th, 2021

- **MONTHLY LESSONS INCLUDE:**
 - 30-minute lesson each week with a qualified instructor at a set day and time.
 - In most cases 4 lessons per month, but occasionally 5 lessons in a month, or 3 if a holiday falls on your lesson.
 - Discounts on Summer Camps. and group classes
 - Eight or nine Student Showcases Per Year (optional for students).
- **LESSONS:**
 - Music Lessons start promptly on the hour and half hour.
 - Students should arrive 5 minutes prior to their lesson.
 - Food and drink should be consumed in the lobby area, not the lesson rooms.
 - Parents are welcome to wait in the lobby. Wifi is provided.
 - Students are welcome to warm up in the lesson room beforehand if the room is not being used.
- **PAYMENTS:**
 - Payment for the full month of lessons is required by the first lesson of each month.
 - Payments can be made via cash, check or credit/debit card at the front desk.
 - A Drop box near lesson room 3 is also provided for customers wishing to pay by check after hours.
 - Auto payments are available, and will be processed on the 25th of each month for the following month's lessons.
 - A \$10.00 late fee will be assessed if payment is not received by the 10th of each month.
 - Tuition not received by the 15th of the month may result in suspended lessons until payment is made.
 - Prorated tuition is not granted for missed lessons.
- **ABSENCE POLICY:**
 - Parents should contact their instructor if a lesson will be missed, with at least a 24 hour notice.
 - Makeup lessons cannot be given for notices less than 24 hours prior to the lesson in most cases.
 - Makeup lessons are encouraged to be done online to best accommodate teacher and student schedules.
 - In the event an instructor is absent, makeup lessons will be given.
 - Music Scene does not cancel lessons due to inclement weather, or school closings.
- **EXTENDED ABSENCE:**
 - Students may take a one month break per year and still maintain their scheduled time and instructor.
 - Students wishing to take longer than a one month break will be subject to the \$25.00 registration fee and their instructor and time schedule may be subject to change.
- **HOLIDAYS/VACATIONS:**
 - Recognized holidays for instructors include the following. Lessons are not given on these days, unless a student and instructor choose to use these days for makeup lessons:
 - January 1st, Easter Sunday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day
 - Music Scene also recognizes one week off for our instructors during Spring Break and a one week holiday break near the end of December. Instructors will notify you of these breaks.
- **TERMINATING MEMBERSHIP:**
 - A 30 day notice is required if discontinuing lessons.
 - An email or phone call to the front desk is required, along with notifying your instructor.
 - Lessons can only be terminated at month end.
- **REGISTRATION/STUDIO FEE:**
 - A \$25.00 registration fee is due at initial sign-up per student
 - A \$25.00 studio fee is due by January 31st of each year. The studio fee covers costs for studio piano tunings, student showcases, studio supplies such as Kleenex, and equipment in the studios such as amplifiers and fans.

Thank you for enrolling in Lessons at Music Scene!

Should you have a question about your lessons that cannot be answered by your instructor, feel free to stop by the front desk, email us at info@musicscenek.com or call us at 316-440-8684.

Music Scene 546 N ANDOVER RD. ANDOVER, KS 67002 (316) 440-8684 www.MusicSceneKS.com

Play It Like You Mean It!