

Making Music Tuition Plan

Welcome to the MakingMusic! Please read this document carefully as well as the membership guide on our website. In order to maintain the quality of our music studies, we require that commitment be for one semester at a time. Every student must commit to a preset amount of lessons per semester. Lessons cannot be skipped and will be made-up as long as and only if, they are in accordance with the policies found in the MakingMusic Membership Guide which is found in this document. All policies can be found 24/7 at www.schoolofmakingmusic.com.

Membership Tuition:

30-minute lessons - \$40/per lesson

45-minute lessons - \$45/per lesson

60-minute lessons - \$50/per lesson

Payment Options:

1. You may pay tuition in full for the semester

2. Or you can make monthly installments

| Tuition Fees and Payments | | |
|----------------------------|---------------------|---------------------|
| 30 – mins | 45 – mins | 60 – Mins |
| \$160 4 day lessons | \$180 4 day lessons | \$240 4 day lessons |
| \$200 5 day lessons | \$225 5 day lessons | \$250 5 day lessons |

* Some months have 4 days in the month and others have 5 days. If your lessons have 4 days you pay for 4 days lessons only, if your lessons have 5 days then you pay for 5 days of lessons.

*If you join midway we will adjust the number of lessons, and your installments, accordingly.

Need to Skip the Summer? Students who cannot continue through the Summer and WILL NOT return in the Fall must notify MakingMusic by May 1st. Students who cannot continue through the Summer but WILL return in the Fall must separate their vacancy with a \$60 deposit by June 1st. This also applies to any students who must take a semester off; they must separate their vacancy with a \$60 deposit by the 1st day of the missing semester. When you return to lessons, your deposit will be applied to your first installment. If payment is late there will be a late fee.

| Installment dates | |
|---------------------------------------|--|
| January x - Spring term begins | February 1 st ; March 1 st ; April 1 st ; May 1 st |
| June x – Summer term begins | July 1 st |
| Mid August – Fall term begins | October 1 st ; November 1 st ; December 1 st |

Lesson Breaks: There are no lessons during Thanksgiving/Christmas/New Year's Eve/Easter and 4th of July Holiday's before or after these holiday's. Christmas Eve and Day there will be no lessons. We do have lessons on all other holidays, but if you need to cancel please do so in accordance to the cancellation policy found on this document to avoid forfeiting lessons. In the Spring, there is a 1-week spring break, which is announced on the MakingMusic website. Reminders will be send out. Finally, I know a lot of students have band camp at school during the summer. So with this being said we can work on a time and day that works around band camp for students who are taking band camp at school.

Payment Policy Membership tuition is due on the 1st of each month; you may pay online thought the website or by cash. There is a 5-day grace period (counting the due date) for your payment to be received. If payment is not received by 5th of the month a \$10 dollar fee will be added to your invoice. Should something keep you from being able to fulfill your financial responsibility please contact us. We encourage advanced and open communication so that we may perhaps resolve your necessities.

How to Pay Tuition

MakingMusic Membership Guide

Expectations and Responsibilities

For the Parent and Adult Student:

- Encourage daily practice, even if it's only for a short amount of time. Baby steps add up at the end of the year!
- Provide a practice environment that is free from distractions.
- Work with your child to schedule practice time. Time management can make or break musical progress.
- Reply promptly to any emails/texts/calls regarding lessons or tuition. It is imperative that communication flows quickly for the functions of this school.
- Finally, please be financially responsible and pay tuition on time. Music lessons are taught by a professional and expert in the field and should be regarded as a serious financial commitment.

For the Student:

- Arrive promptly at your lesson time. Not before, not after. Remember, you are reserving a time slot, not a time amount.
- Keep up with your weekly exercises/homework given by your teacher.
- Bring you gear: instrument, a pencil, ALL books, sheet music and oils/grease.
- Most of your sheet music will be given to you by your teacher it's your responsibility to bring to lessons every time you have a lesson. If you don't bring it we can't do a lesson or work on it.
- Don't be afraid to ask to learn fun pieces from movies or games. Music is supposed to be FUN!

From the Teacher:

- I provide each student with a safe and fun learning environment, free from discrimination on the basis of race, religion, national origin, color, gender, age, sexual orientation, veteran status, or disability.
- I give each student personal attention, respect and take into account their specific needs and address them accordingly.
- Spend time preparing for lessons and be ready to begin on time.
- Teach technique, music theory and repertoire to all students.
- Communicate with parents about progress and any other updates or concerns regarding the student.
- Maintain a high level of personal musicianship.

Student Portal Through the student portal you can view your lesson calendar, lesson notes, studio news, cancel/ reschedule lessons and much more. Please keep in mind that canceling AND rescheduling your makeup lessons through the student portal is your responsibility. For more information on the student portal please visit our website www.schoolofmakingmusic.com

Attendance, Cancelling & Make-up Lessons MAKE-UP CREDITS: Be aware that make-up credits expire 30 days after they're awarded, and will expire at the end of the semester, whichever happens first. Please schedule your make-up lessons in a timely manner.

ATTENDANCE:

Students are expected to commit to all scheduled lessons per semester. You will receive a reminder of your upcoming lesson 24 hours prior to help you avoid forgetting.

CANCELLING & MAKE-UP LESSONS:

MakingMusic cancellation policy is 2 day's in advanced to be eligible for a make-up lesson. There are exceptions so please read the entire policy below. Absences here at MusicMaking are sorted into one of 4 categories:

- 1) 1-day or more notification: Thank you for notifying me! You will receive a makeup credit, which you can use by signing into the student portal and picking your preferred makeup lesson slot.
- 2) 2) 2 or less days of notification (qualifying emergency/sudden schedule change): Should this happen I must be contacted by the parent to explain why the student needs to miss. Examples of a qualifying emergency or sudden schedule change includes: a new mandatory band/sports practice, sudden change of football game schedule, sudden doctor's appointments, family emergency and sickness (please read the policy on sickness below). In this case, I will override the system and award you one makeup credit, which you can use to sign up for an available makeup lesson slot.
- 3) 3) 2 or less days of notification (not a qualifying emergency): In this case, you will forfeit your lesson and will not receive a makeup credit. To avoid this please make sure to check your school/band/family calendar early and cancel your lesson through the student portal in a timely manner.
- 4) 4) No show/no call: You will forfeit your lesson and will not receive a makeup credit.

IMPORTANT:

It is the student's/parent's responsibility to make sure the teacher knows you need to cancel and schedule makeup lessons when available.

If we cancel, we will give you a makeup credit that never expires.

Exercise (practicing) Students are naturally expected to spend time with their instrument at home. I expect for at least 30 minutes daily. We will never say “practice two hours every day.” This is unrealistic because not every day’s workload is the same. We understand how busy students are and will discuss practice options individually during lessons. For this reason, students are expected to fulfill their individual expectations since they are shaped especially for them each week.

Sick students are not allowed to attend lessons until their symptoms resolve, and will be sent home if they show up ill. We recommend informing your teacher the student is sick and we will happily reschedule you. This is to protect the environment of both the teacher and other students.

Withdrawal Before you decide to terminate your membership, please do not hesitate to contact the MakingMusic to discuss options. Give us a chance to make your experience just right. If you still need to withdraw, you will be expected to settle your outstanding balance, if any. If you’ve already paid for future lessons you can choose to attend or forfeit them.

Bad Weather In the rare event that bad weather forces us to cancel your lesson, you will receive a make-up credit. I can understand when a hurricane or flooding happens.

Agreement:

By signing this agreement, I _____ acknowledge my financial responsibilities to MakingMusic and confirm that I have read, understand and agree to the policies on MakingMusic Membership Guide and Tuition Agreement, which are both available at www.schoolofmakingmusic.com. I understand these policies may change at any time.

Parent/Adult Student Signature Print Name Date

Student Signature Print Name Date

Jennifer Watts, Music Teacher. - CEO-Founder, MakingMusic

For further questions please contact us. We are happy to help