



**Keep for
Your Records**

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POLICY SHEET

TUITION: See **Registration Sheet** for Tuition and costs.

PAYMENT for lessons is due in advance of each individual month. Each student will be billed monthly. Tuition is due on the first day of each month, and payment may be made by mail or in person; payments made after the late fee date of the month must include a \$5.00 late fee. The fee for returned checks is \$25.00. **PAYMENT METHODS** are **CHECKS, CREDIT CARD, CASH**. Checks may be made payable to the *Laurel School of Music*.

MUSIC BOOKS and sheet music are not included in the tuition. Charges for music received will be added to the next month's bill unless the student buys the materials on their own.

MISSED LESSONS

1. ***Private Lessons and Group Lessons (Rock Bands)*** For private lessons, credits cannot be given if you are unable to attend a scheduled lesson. Remember, you are paying for your teacher's time, whether or not you are present. While some missed lessons are unavoidable, please make every effort to be present for all lessons.

The Laurel School of Music does allow EXCUSED absences by properly filling out a **Vacation Day Form** and submitting it to the School 5 days in advance of the absence or for some Instructors 24 hours notice **IN WRITING**.

PLEASE NOTE: Calling the School on the day of the lesson notifying the teacher of an absence for that day for any reason (including sickness) is not considered an EXCUSED ABSENCE and the Student will be charged for the lesson.

See Missed Lesson Policy.

2. If for any reason WE are unable to teach a scheduled lesson, the lesson charge will be credited to the next month's bill. **See Missed Lesson Policy**

3. Please make every effort to be on time for the lesson so that students can receive a full lesson. Tardy students will have what is left of their time.

SUMMER MONTHS- For Individual Lessons See Missed Lessons Policy for Group Lessons

Lessons during the summer months continue as during the school year. **You must submit a Vacation Request form notifying us of your vacation dates.** If a student stops taking lessons for the summer months, we cannot guarantee that a lesson slot will be available in September. If no lesson slots are available to the returning student, he/she will be placed on a priority waiting list for the next available opening. If a student will be on vacation for 3 or more consecutive weeks, a \$5 Scheduling fee will be added to the first Tuition payment upon the students return.

PRACTICE

Since progress does not just "happen," but must be planned and worked at, it is vitally important that students establish a regular daily practice routine. Practice every day is essential for the best results, but satisfactory results can be made by practicing (the assigned lesson, not just favorite tunes) at least thirty minutes (of playing time) for a minimum of five days a week. Of course, there will be times when family schedules will not permit this amount of daily practice, but it should be the goal. When the student has somehow been deprived of his/her usual practice time, a note to the teacher is always appreciated.

Parental interest and encouragement are the best incentives for a child to practice. At times, extra attention from the parent may be needed, especially in the first few months when the value of diligent practice may not be apparent to the beginner. A lot of discouraging sounds will be produced at first, but the only way to overcome them is practice. Other incentives for practice are practicing together with friends at the same musical level and listening to concerts and recordings. The Washington/Baltimore area affords a great opportunity to attend free military, civic, college, and school concerts.

If it is evident that the student has not been practicing, parents will be notified. Unless there is improvement in a reasonable amount of time, the lessons will be discontinued.

RECITALS

The Laurel School of Music believes in voluntary participation in performance. We try to schedule at least 2 Recital events per student per year.