

**True Muse Music & Performing Arts**  
**Studio Agreement**  
*(Updated January 2019)*

True Muse sells blocks of our time to individual students. There are a limited number of lesson spots in each day, and lessons are scheduled in advance. Once we schedule a student, we cannot offer that time to another student. Regardless of the scheduled student's attendance, the reserved time must be paid for, as it cannot be resold.

Tuition for lessons includes a specific number of lessons and/or classes per month on a predetermined day and time. There are no refunds, no credits, and no make-ups for missed lessons.\*

Tuition for your first lesson is to be paid at the time it is scheduled.

To reserve your lesson time each month, tuition must be paid in full one week prior to the first lesson of the new month. If payment is not received on time, your lesson spot may be assigned to another student. Accepted methods of payment include cash, check, credit card via PayPal or or electronic payment via Venmo, Zelle, or other comparable payment/debit applications.

*Please read the following studio policy statement, sign and return a copy with your first lesson.*

**Tuition Payment and Schedule**

*Tuition includes a weekly private lesson of 30-90 minutes in length. The lesson time has been reserved for each student at a specific day/time every week of the month.*

- Tuition is based on the weekly lesson duration x 52 weeks divided by 12. This keeps tuition the same monthly, even for 5 week-long months. It is based on the following hourly payment schedule: \$35 for a half-hour, \$50 for 45 minutes and \$65 for an hour-long lesson.
  - One weekly 30 min lesson - \$152.00 per month / -10% \$136.80
  - One weekly 45 min lesson - \$217.00 per month / -10% \$195.30
  - One weekly 60 min lesson - \$282.00 per month / -10% \$253.80
- **Tuition is due one week before the first lesson of each month** (or may be made in person at the last lesson of the previous month).

- **Payment** may be made via Venmo, Zelle, Chase or any other electronic pay/debit application, check, or cash. Payments received on or before the due date will receive an automatic 10% discount. There is no discount for tuition paid after the first of the month.
- **One-off Lesson fees** are; \$35 for a half-hour, \$50 for 45 minutes, \$65 for an hour-long lesson and \$90 for 90 minutes. Payment for a one-off lesson is due at the beginning of the scheduled lesson. A 10% discount is offered when you pay for one-off lessons at the time you schedule the lesson in advance. Ask about lesson punch cards for adult lessons.
- **Holiday Schedule:** Lessons will not be given on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, and will be rescheduled. Reschedules for holidays, as well as Christmas Eve and New Years Eve, will be arranged in advance.

### **Attendance, Missed Lessons, & Make-Ups**

*Tuition reserves your specific day/time each week; therefore each month's tuition must be paid regardless of the attendance of the student.*

- Due to teacher availability, a maximum of one make-up will be allowed during each two (2) month period. A phone call or text is necessary to report absences and to be eligible for a make-up. A lesson must be made up within a month of when it is missed or at the discretion of the teacher. Make-ups cannot be saved or stockpiled.
- **Make-up guidelines:** Students are eligible for make-ups under the following circumstances: cancellations due to illness, dangerous weather conditions, death of a family member, school functions or pre-planned student performance or sports activity.
  - True Muse must be notified of your inability to keep a lesson appointment at least **24 hours in advance** of your scheduled time in order to be eligible for a make-up request and to accommodate make-ups for others.
- **Late cancellations** (lessons cancelled less than 24 hours before the lesson) and no shows (lessons missed without any notice) will not be made up. Lessons cancelled due to emergency or illness will be addressed on a case-by-case basis.

- **\*Missed lesson/no show:** There will be no credit given for missed lessons.
- **Student Vacations/Long-term Absences:** If you are unable to keep a regular schedule for a period of time, please contact True Muse in advance. We will do our best to work with your schedule to make sure you are receiving your allotted number of monthly lessons. We understand schedules can change, and the more advance notice we have, the more likely we are able to work out an arrangement to suite your needs.
- **Teacher Absence:** if the teacher is unable to make your lesson for any reason, we will notify you immediately. We will make every effort to reschedule the lesson. If a make-up is not possible, the missed lesson will be credited the following month.
- **Discontinuing Enrollment:** *If, for any reason, you wish to withdraw from lessons, please notify us as soon as possible.* To withdraw from enrollment, the student must submit an intention of termination in writing or via email before the 15th day of the last month of lessons. The student will then complete the current month, and their lesson time may be made available for another student.

*Please agree to these policies by signing your name below and returning this form to True Muse Music & Performing Arts before the beginning of your first lesson.*

**I have read and agree to the above tuition policy;**

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_  
*Person responsible for tuition payments.*

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Phone 2 \_\_\_\_\_

Students Name/s \_\_\_\_\_

Scheduled for \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_  
*(Lesson Type/Duration)*

**Student Questionnaire**  
(Please circle your preferences/answers.)

**Student Name** \_\_\_\_\_

Any nicknames? \_\_\_\_\_

**Date of birth** \_\_\_\_\_ **Age** \_\_\_\_\_ **M/F** \_\_\_\_\_

**School** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Mom's Name** \_\_\_\_\_ **Dad's Name** \_\_\_\_\_

Siblings first names and ages? \_\_\_\_\_

**Preferred Lesson Days/Times** \_\_\_\_\_

Lesson Preferences: **Piano / Voice / Acting** • Half-hour / 45-min./ Hour / 90-min.

Is the student a beginner? **Yes / No**

If "No" what level has the student achieved? \_\_\_\_\_ **Number of years?** \_\_\_\_\_

Performance experience \_\_\_\_\_

List all instruments the student has experience with \_\_\_\_\_

\_\_\_\_\_

Has the student experienced Live music? **Yes / No**

Please explain \_\_\_\_\_

Student's other interests, hobbies, favorite subject, etc. \_\_\_\_\_

\_\_\_\_\_

Any learning or behavioral challenges, or any thing else that you feel will help us to know the student better?

\_\_\_\_\_

\_\_\_\_\_