

Lesson Policy Agreement - Forte Music

Current as of January 2019

REGISTRATION FEE

FORTE MUSIC CHARGES A \$25.00 REGISTRATION FEE. THIS FEE MAY BE WAIVED UPON 3 MONTH OR GREATER PREPAYMENT OF LESSONS.

24 HOUR CANCELLATION POLICY

EACH AND EVERY LESSON TAUGHT FORTE MUSIC IS CUSTOM TAILORED TO MEET THE MUSICAL NEEDS OF OUR STUDENTS. INSTRUCTORS PREPARE IN ADVANCE FOR EACH AND EVERY LESSON AND FOR EACH AND EVERY STUDENT. FORTE MUSIC REQUIRES A 24 HOUR CANCELLATION NOTICE FOR ANY MISSED LESSON. CLIENTS THAT CANCEL LESS THAN 24 HOURS IN ADVANCE WILL STILL BE BILLED FOR THAT LESSON. PLEASE NOTIFY THE SCHOOL AS SOON AS POSSIBLE WHEN CANCELLING A LESSON. SHOULD YOU NEED TO CALL AND CANCEL OUTSIDE OF OFFICE HOURS, PLEASE LEAVE A VOICEMAIL WITH THE STUDENT'S NAME AND NORMAL LESSON TIME AS WE PERIODICALLY CHECK THESE REMOTELY. ANY STUDENT WITH EXCESSIVE 24-HOUR CANCELLATIONS OR NO-CALL NO-SHOWS MAY BE REFUSED FUTURE ENROLLMENT.

MAKE-UP LESSONS

MISSED OR CANCELLED LESSONS WITH AT LEAST A 24 HOUR NOTICE WILL BE AWARDED A MAKE-UP LESSON (limit 2 per month). MAKE-UP LESSONS CAN BE SCHEDULED AT ANY AVAILABLE TIME WITH YOUR INSTRUCTOR. THEY ARE OFTEN USED FOR EXTRA INSTRUCTION BEFORE A RECITAL/PERFORMANCE. PLEASE NOTE THAT MAKE-UP CREDITS MAY NOT BE USED FOR NORMALLY SCHEDULED LESSONS.

LATE ARRIVALS

OUR INSTRUCTORS ARE UNABLE TO EXTEND LESSON TIME FOR LATE ARRIVALS AS IT WOULD CUT IN TO ANOTHER STUDENT'S LESSON.

WITHDRAWAL FROM LESSONS

ENROLLMENT WILL BE RENEWED AUTOMATICALLY FOR THE SAME DAY/TIME INITIALLY AGREED UPON UNLESS PROPER NOTICE IS GIVEN TO WITHDRAW. TO WITHDRAW FROM LESSONS, YOU MUST GIVE NOTICE TO THE ADMINISTRATOR EITHER IN PERSON, VIA EMAIL OR OVER THE PHONE. NOTICE MUST BE GIVEN BY THE 15TH OF THE MONTH TO WITHDRAW FROM FOLLOWING MONTHS. SHOULD NOTICE BE GIVEN AFTER THE 15TH, THE STUDENT WILL REMAIN ENROLLED FOR THE NEXT MONTH AT NORMAL RATES. PLEASE NOTE THAT INSTRUCTORS CAN NOT TAKE WITHDRAWAL NOTICE, YOU MUST CONTACT THE ADMINISTRATOR DIRECTLY IN WRITING TO KD@FORTEMUSIC.COM.

EXTENDED ABSENCE(S)

STUDENTS WHO WISH TO TAKE AN EXTENDED ABSENCE OF 4 WEEKS OR MORE MUST FOLLOW THE WITHDRAWAL POLICY STATED ABOVE TO BE REMOVED FROM THE SCHEDULE. THIS WILL LIKELY RESULT IN THE NEED TO CHANGE LESSON TIME UPON RETURN AS SPOTS ARE NOT HELD WITHOUT TUITION PAYMENT. SHOULD YOU WISH TO RESERVE YOUR SPOT DURING YOUR ABSENCE, TUITION WILL BE COLLECTED AT NORMAL RATE AND MAKEUP CREDITS WILL BE ACCRUED FOR THE MISSED LESSONS.

TUITION DUE DATES

TUITION IS DUE ON THE 1ST OF THE MONTH AND STUDENTS ARE REQUIRED TO SET UP AUTOMATIC PAYMENTS. OPTIONS FOR AUTOMATIC PAYMENTS CAN BE DISCUSSED IN PERSON PRIOR TO LESSON 1.

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EMAILS

FORTE MUSIC USES EMAIL TO EFFECTIVELY COMMUNICATE WITH STUDENTS AND PARENTS. NEWSLETTERS ARE SENT OUT PERIODICALLY TO ANNOUNCE RECITAL DATES AND SIGNUP, SCHOOL CLOSURES, UPCOMING EVENTS, ETC. EMAIL IS ALSO USED TO SEND INVOICES, LESSON NOTES, REMINDERS, ETC. FORTE MUSIC IS NOT RESPONSIBLE FOR STUDENTS AND PARENTS NOT RECEIVING OUR EMAILS.

**PLEASE MAKE SURE "@FORTEMUSIC.COM" EMAILS ARE NOT BEING SENT TO SPAM/JUNK MAIL TO ENSURE PROPER COMMUNICATION.*

RECITALS

FORTE MUSIC HOLDS TWO RECITALS PER YEAR, TYPICALLY ONE IN MAY AND ONE IN DECEMBER. PARTICIPATION IS REQUIRED AND WE ENCOURAGE ALL STUDENTS TO PERFORM. IN ORDER TO ALLOW FOR FAIR SIGN UP, AN EMAIL WILL BE SENT OUT TO EVERYONE 6 WEEKS AHEAD OF THE RECITAL. SIGN UP IS FIRST COME, FIRST SERVE AND REQUESTS MUST GO THROUGH THE ADMINISTRATOR. INSTRUCTORS MAY NOT TAKE REQUESTS DIRECTLY TO AVOID OVERBOOKING. PENDING THE SPACE WHERE PERFORMANCES ARE HELD, A SMALL FEE MAY BE INDUCED TO FACILITATE AND COVER COSTS. TRANSPORTATION OPTIONS ARE NOT PROVIDED.

PHOTOGRAPHY AND VIDEO

FORTE MUSIC WILL OCCASIONALLY USE PHOTOS TAKEN AT RECITALS AND EVENTS FOR PROMOTIONAL MATERIAL. IF YOU PREFER THAT IMAGES OF YOURSELF OR YOUR CHILD NOT BE DISPLAYED TO THE PUBLIC, PLEASE INFORM THE ADMINISTRATOR.

HOLD HARMLESS CLAUSE

AS THE LEGAL PARENT/GUARDIAN, I INDEMNIFY, RELEASE AND HOLD HARMLESS FORTE MUSIC AND ITS OWNERS, MANAGERS, EMPLOYEES AND CONTRACTORS FROM AND AGAINST ANY AND ALL LIABILITY, CLAIMS, DEMANDS AND CAUSES OF ACTION WHATSOEVER, ARISING OUT OF OR RELATED TO ANY LOSS, DAMAGE OR INJURY INCLUDING HEARING LOSS THAT MAY BE SUSTAINED BY THE STUDENT AND/OR THE UNDERSIGNED WHILE IN OR ON THE PREMISES OR ANY PREMISES UNDER THE CONTROL AND SUPERVISION OF ANY OF THE FORTE MUSIC PARTIES.