

Piano Class Policies and Procedures

1. Tuition and fees for Music Time Learning Center's piano classes cover a complete educational program including lessons, parent meetings, open classes, sharing times (recitals) and teacher preparation time. It is expected that attendance will be a priority in the student's schedule. An advance call to the teacher is necessary in the event of an absence.
2. If a class is canceled by the instructor due to illness or professional seminar, etc., the students will be directed to attend an alternative lesson time or an account credit will be applied. There are no refunds for lessons cancelled due to inclement weather.
3. Students are expected to be prompt and to come prepared with all books and materials required for the lesson. Students should not enter the room until invited by the teacher.
4. **It is understood that the student's commitment extends to the entire duration of the term. This is for the benefit of all students, who are grouped specifically into the most appropriate learning situations for all. Careful consideration must be given to the ability to carry out this obligation prior to enrollment. Your financial commitment is binding for the full 18 weeks.** (exceptions may include serious illness or relocation)
5. A \$50.00 materials and registration fee is required to reserve your child's place in a class. No child will be considered for placement without the fee. Priority placement is given in this order: returning piano students, rising Kindermusik students, new students.
6. I understand monthly tuition of \$95.00 is due by the first day of each month and the cost for siblings is \$86/month.
7. Scholarship students must attend a minimum of 16 out of 18 classes in a semester in order to be considered for future scholarships and must adhere to the payment schedule.
8. Students will be expected to practice at home between class times on a piano or keyboard approved by the teacher. The amount of time spent will be based on their class level/age and your teacher will guide you
9. Music Time Learning Center reserves the right to discontinue classes with a student if these policies are not adhered to.

I have read and understand the above policy statement for Music Time's Piano Classes. Upon payment of registration fee, and class placement, I am obliged to fulfill the full commitment of one semester as outlined here, both financially and in regard to attendance and student practice requirements.

PARENT SIGNATURE _____ DATE _____

Media Release

I hereby grant permission for my child _____ to be photographed or videoed by a representative of Music Time Learning Center. I release and relieve Music Time Learning Center from any responsibility or liability for any claims arising from the publication or reproduction of any photographs, interviews or videos in any news or other media. Media may be used for promotional purposes and grant justification.

PARENT SIGNATURE _____ DATE _____

August 2011 Registration

Piano Classes

Classes begin August 8, 2011

First Child: _____ Age _____ Grade in fall _____ Birthday _____

Second Child _____ Age _____ Grade in fall _____ Birthday _____

Parent/Guardian _____ Home phone _____

Address: _____ Cell/work phone _____

_____ E-mail _____

Payment Policy Statement

August 2011

I understand that tuition payments are due on the first of the month. Payments received after the 8th of the month will be subject to a \$15.00 late fee. Subsequent late fees of \$15 each will be charged for every 15 days the payment is past due.

Automatic Monthly Payments for all classes are available using your Visa, MasterCard, Discover and American Express account. Cards will be charged between the first and fifth of the month. To participate, you will need to sign the attached authorization form. (Please Note – Amex payments are currently processed through PayPal). In addition, we continue to offer the following payment methods: Bring a check made out to Music Time to your class, mail a check to 1747 Tidewell Trace, Lawrenceville, GA 30043 or pay by credit card via PayPal by visiting our website at www.MusicTimeLearning.org.

Also, if you pay in full for the semester by the 15th day of the beginning of each semester, you will receive a \$15 discount on tuition. Only 1 discount per family.

Returned Checks or Credit Card Payments will be subject to a \$30 fee to cover bank costs. MTLC reserves the right to suspend or withdraw any student from lessons if their account is past due.

Signature

Date

Make-up Lessons

Teachers are not required to schedule make-up lessons if your student is absent. However, they may invite your student to attend another lesson time if appropriate. Music Time will provide one date for your student to attend one make-up lesson during the first semester and one make-up lesson during the second semester. These lessons will be taught and scheduled by our director and may be individual or group lessons

Fall make-up date: Monday, 12/12

Spring make-up date: Tuesday, 5/15

Student Name: _____

Sibling Name _____

Scheduling

We want to be able to accommodate your scheduling needs and we will do our very best, but we will need you to be willing to work with us on it. It is often necessary for us to ask you clarifying questions or gain additional information about your request and a prompt reply to emails or phone calls will enable our staff to complete the schedule and get the information out to all our families.

Students will only be assigned a lesson time if MTLC has received the following:

1. Completed and signed registration form
2. Registration payment
3. Scholarship application if applicable.

Returning students who don't have sibling lesson schedules to consider:

I am a returning student with NO siblings enrolled in MTLC classes and want to keep my current lesson time the same in the fall

Use this key to indicate schedule preferences

- 1 – first choice
- 2 – second choice
- 3 – third choice
- X – not available
- blank – available

Monday

3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:00 _____
5:30 _____
6:00 _____
6:30 _____

Tuesday

2:00 _____
2:30 _____
3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:00 _____
5:30 _____
6:00 _____
6:30 _____
7:30 _____
8:00 _____

Thursday

3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:00 _____
5:30 _____
6:00 _____
6:30 _____

Saturday

9:00 _____
9:30 _____
10:30 _____
10:00 _____
11:00 _____
12:00 _____
12:30 _____
--lunch break--
1:30 _____
2:00 _____
2:30 _____
3:00 _____
3:30 _____
4:00 _____

Additional info that would be helpful to know about your schedule:

Earliest I can arrive for lessons: _____

Other schedule information that would be helpful for us to know: