

Student Private Lesson Agreement

Updated March 15, 2021

Thank you for enrolling in music lessons at Menchey School of Music. We hope you will find your experience to be rewarding, and we look forward to working with you and/or your student in fulfilling your/their musical goals. Below, please find our school's instruction policies.

Relationship with Menchey School of Music (MSM). Our quality instructors, all of whom have been screened through a Federal/State/County background check process, are employees of Menchey School of Music. We reserve the right to substitute, temporarily or permanently, a teacher for your lessons or classes.

Attendance, Missed Lesson, & Make Up Policy.

- Private lessons are scheduled weekly, and students are expected to attend each week.
- If the student cannot attend a lesson, **please notify us within 24 hours of the lesson.** If **24 hours notice** is given we will make every attempt to schedule a make-up within 60 days. There is no guarantee of a make-up or refund for missed lessons. A maximum of one make-up lesson will be given per month.

If you do not cancel within 24 hours, or do not show up for the lesson, we will not be able to accommodate a make up lesson.

-When cancelling lessons, please use Teacherzone app or contact Menchey Music not the teacher. MSM will not refund tuition for cancelled lessons.

-MSM will be **closed** for the following holidays: Memorial Day, July 4th, Labor Day, Thanksgiving week, and one week in December (12/24-1/1). Make ups will not be offered for these holidays, as they are built into the tuition.

-Teacher absences. If your teacher misses a lesson and a suitable make-up/sub cannot be accommodated within 60 days a refund for missed lesson will be given.

Tuition & Billing. Tuition is billed and collected monthly. Tuition for the first month of lessons will be collected after enrollment on the first lesson date. Tuition for subsequent months will be pre-billed by MSM on a monthly basis for the next month's lessons. Tuition will be charged automatically to your credit card on file. Menchey School of Music may periodically increase tuition rates with 60 days advance notice to you.

Lesson Termination. Two weeks notice is required if you wish to cancel lessons permanently or for an extended period of time. Notification should be given to Menchey Music. You will be refunded any prepaid tuition at the calculated weekly rate for the number of weeks remaining in that month minus two weeks.

Photo Release. Menchey Music Service and Menchey School of Music are granted permission to use students photograph or likeness thereof in any or all of its publications, including but not limited to all MMS and MSM printed and digital publications.

I AUTHORIZE MENCHEY SCHOOL OF MUSIC TO CHARGE MY CREDIT CARD ON FILE WITHIN THE FIRST 7 DAYS OF THE FIRST LESSON DATE'S MONTHLY ANNIVERSARY.



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