

2015-2016 Providence Music Studio Policy

Address: 300 Natchez Trail, Huntsville, AL 35806

Phone or Text: 256-652-5210

Website: www.providencemusicstudio.com

Email: mail@providencemusicstudio.com

1. The student will be provided with 36 lessons/classes as scheduled on the studio calendar. Providence Music operates on a tuition basis. Monthly payments remain the same for twelve months of the year. Your tuition payment plan is inclusive of all instruction, registration, and most books and materials. Monthly payments must be made by no later than the 7th of each month. Those who pay yearly, by semester, or quarterly will receive a bill when due. **Exceptions:** Due to the very high cost, students will be provided with only one *Way Cool Keyboarding* book at a time (trading up to each level). Tuition does **not** include metronomes, tuners, saxophone accessories, guitar strings, or festival and audition fees. All tuition must be paid in full according to your payment plan by the end of the teaching year. The only exception is for students who move outside of the area.
2. **Preferred Form of Payment:** If you already pay bills online through your bank's website, simply set up **Providence Music** as a new person/company to pay. Under the biller account number, simply list the student's name(s). Most banks have an option to automatically pay the biller on a specific date each month. This way you can set it up to send the same payment amount to Providence Music each month. You can edit your biller account information when you have completed all your payments for the year, or if you want to switch to a different payment method. As you set up for a new biller with your online banking, use the address and phone number above. Please make sure that the payment will be received NLT the 7th of each month. **Other forms of payment:** You may still write checks to **Providence Music** or make online payments through **Paypal** via the Providence Music website providencemusicstudio.com. **Please add \$15.00 to any late payments.**
3. The 12-payment plan is designed to keep monthly costs low for families on a budget. Keep in mind that if you choose the 12 payment plan, **you will still make a regular payment in July**, even though no lessons are scheduled in July. Please choose a different payment plan if you do not wish to make a July payment. If students **want additional summer lessons**, please select the 40 lessons per year tuition plan. Additional lessons can also be added at the rate of \$25 per 30 min lesson.
4. Make-up weeks for lessons or groups cannot be offered due to our tight teaching schedule. Instead, the studio will offer several fun opportunities to "make up" for a lesson missed by a student. These can include group classes, master classes, or some possible field trips or student music parties. If our local school system (Madison County) cancels school due to weather, then Providence Music will close as well, and a group class or other event will be offered later as a make-up. **Four extra weeks are factored into the calendar for instructor "off" weeks.** (Families do not pay for teacher off weeks.) **Advanced notice on lesson cancellations is appreciated.**
5. Students can be dropped off at lesson or class time. Parents who would like to wait for their student can sit in the waiting room on the left side of the building. Please pick up your student promptly. Providence Music is unable to supervise waiting students. All students must wait inside the building while waiting for pick-up. **Please text or call when running late or needing to cancel a lesson.**
6. The client agrees not to hold Providence Music responsible for any accidents or injuries occurring while on Providence Music property. The client also releases Owner Wendy McGee to administer or procure medical treatment for the student if deemed necessary. The client gives permission to use student photos on the Providence Music website or FaceBook page. (Providence Music will NOT publish any sensitive student info such as last name, addresses, etc.)
7. The **student** is making a commitment to attend lessons with a positive, respectful attitude. Students should commit to play at home at least **four times a week**.

By signing, I agree to the terms of the Providence Music Studio Policy

Signature _____