

## 2017-2018 Providence Music Studio Policy

Address: 300 Natchez Trail, Huntsville, AL 35806

Phone or Text: 256-652-5210

Website: [www.providencemusicstudio.com](http://www.providencemusicstudio.com)

Email: [providencemusic1@gmail.com](mailto:providencemusic1@gmail.com)

1. The student will be provided with 35 lessons/classes as scheduled on the studio calendar. Providence Music operates on a tuition basis. Monthly payments remain the same for each month. 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. Additional lessons can also be added at the rate of \$27 per 30 min lesson. Your tuition payment plan is inclusive of all instruction, registration, and most books and materials.
2. Monthly payments must be made by no later than the 7th of each month. Those who pay quarterly or by semester will receive a bill when due. 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.
3. **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. List the student's name(s) as the account number, and use the address and phone number above for the new biller information. Most banks have an option to automatically pay the biller on a specific date each month. When you have completed all your payments for the year, or if you want to switch to a different payment method, you may edit or delete the account information. Please make sure that the payment will be received NLT the 7th of each month. **Other forms of payment:** cash or checks made out to **Providence Music** or online payments through **Paypal** via the Providence Music website [providencemusicstudio.com](http://providencemusicstudio.com). **There will be an additional charge of \$15.00 for late payments.**
4. Make-up weeks for lessons or groups cannot be offered due to our tight lesson 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. **Three extra weeks are factored into the studio calendar for instructor "off" days.** Families do not pay for teacher "off" days.) **Advanced notice on lesson cancellations is appreciated.**
5. Students can be dropped off at lesson or class time. Parents may wait for their student 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 student & their family agree not to hold Providence Music responsible for any accidents or injuries occurring while on Providence Music property or while participating in or traveling to Providence Music events. The student & family release owner Wendy McGee to administer or procure medical treatment for the student if deemed necessary, and agree to be responsible for any medical bills. The student/family gives permission to use student photos on the Providence Music website or other social media.
7. The **student** is making a commitment to attend lessons with a positive, respectful attitude. They will need to keep their fingernails trimmed short. No gum in the studio, please. Students must commit to play at home for a **minimum of three times per week**. Providence Music reserves the right to cancel this contract at the discretion of the teacher.

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

Signature \_\_\_\_\_