



## Student Policy Agreement

By taking lessons through Dynamic Music, the Student and Legal Guardian (for students under the age of 18) agree to the terms outlined in this agreement.

### **PRIVATE LESSONS CALENDAR:**

There will be *NO LESSONS*:

- Winter Break: December 20<sup>th</sup> to January 2<sup>nd</sup>
- July 4<sup>th</sup>
- Thanksgiving Day
- Labor Day
- Halloween
- On dates cancelled by the Teacher
- On dates cancelled by the Student *with a minimum two-week notice*
- On "Sick Days" (3 per year allowed) *with a minimum two-hour notice*

### **PAYMENT:**

Lessons are billed one month in advance. Students will receive their bill through e-mail and can either pay online or send a check in the mail. Lesson payments are due by the 1<sup>st</sup> of the month. For example, lesson payment for the month of June would be due on June 1<sup>st</sup>. If payment is not received by the 1<sup>st</sup> of the month, a \$25 late fee will incur and lessons will be suspended until payment is made. If lesson payment is not paid by two weeks into the current month, Dynamic Music reserves the right to give away any lesson time(s) held by the student. Please keep in mind that some months will have four lessons and some months will have five lessons. The student will be billed for these months accordingly. Parent/Guardian hereby guarantees payment of all amounts due.

### **SUPPLIES:**

Student and Parent/Guardian are responsible for providing the instrument to be played by the Student. During the first lesson the teacher will work with the student to decide upon the lesson books that the Student will need. All lesson books are to be purchased and paid for by the Student. If the Teacher purchases supplemental sheet music or music books for the Student, the Student will be billed for that music as part of their monthly lesson statement.

### **SCHEDULED ABSENCES:**

There will be no charge for absences scheduled two weeks or more in advance. Dynamic Music requires a TWO-WEEK WRITTEN NOTICE via e-mail for scheduled absences. Notice for scheduled absences must be given directly to the Dynamic Music staff and not only to the teacher.

If a Student knows in advance that they will be absent for a lesson in the following month, they should not pay for the lesson(s) for which they will be absent. If payment has already been submitted for the month, and a Student has a conflict arise within the month for one of their lessons toward the end of the month, then assuming that the Student is able to give a two-week notice for this absence, a lesson credit for the following month will then be applied.

### **SICK DAYS:**

Dynamic Music allows each Student THREE SICK DAYS PER YEAR. The sick day option is to be used when a Student is truly ill and cannot participate in a music lesson. If a Student is using one of their sick days, then a minimum notice of two hours is required in order for there to be no charge for that lesson. For sick days, notice must be given directly TO THE TEACHER (via text or phone).

### **CANCELLED LESSONS:**

The Student is responsible for payment of lessons cancelled if a two-week notice was not given in writing via email, and the missed lesson is not counted as one of the three "SICK DAYS".

### **LESSONS CANCELLED BY THE TEACHER:**

If a Teacher misses or cancels a lesson, there will be no charge for that lesson. If payment has already been made for a lesson canceled by the teacher, then a lesson credit will be applied to the following month.

### **MAKEUP LESSONS:**

Makeup lessons can be accommodated if the Student and Teacher are able to make arrangements with **two weeks or more advanced notice**. In this instance, the arrangements should be made between the Student and Teacher, and then the Teacher should contact the scheduling manager with the agreed upon makeup lesson date and time so that it can be put in the master calendar and in the books.

**\*\*Makeup lessons are not offered for lessons cancelled with less than a two-week notice.** Please note that a change in lesson *time* is also looked at as a makeup lesson.

**STUDENT ABSENCES LONGER THAN TWO WEEKS:** (An absence of more than two consecutive lessons)

If a Student will be absent for more than two lessons in a row, in order to hold their time slot with a particular teacher on a specific day and time, the Student would have to pay for any lessons succeeding the first two, in full.

For example, in the summer months, if a student will be out of town on vacation for the entire month of July, then they would have to pay for the last two lessons in July in order to hold their spot for their resuming lessons in August.

**TWO-WEEK NOTICE OF LESSON DISCONTINUATION:**

If a Student wishes to discontinue lessons, a two-week notice is required. Payment is due during this two-week notice whether or not lessons are taken.

**RECITALS:**

Dynamic Music hosts two recitals each year: one in the spring and one in the fall. All Students are encouraged to participate in these recitals, but participation is not mandatory. Dynamic Music covers all costs for these recitals.

**EXCLUSIVITY:**

Student and Parent/Guardian agree not to enter into a contract or to take lessons from a Dynamic Music Teacher outside of this contractual agreement between Student and Parent/Guardian and Dynamic Music.

**TERMINATION:**

Dynamic Music reserves the right to terminate lessons with a Student for reasons including: poor behavior, theft or vandalism, use of inappropriate language, defiance or disrespect, fighting or any other behavior or action deemed by Dynamic Music to justify termination.