

1999

THE *TEACHER* PIANO SCHOOL

Address

Phone

SCHOOL POLICIES AND PROCEDURES

School Hours

Monday-Friday 10:00am- 8:00pm

Saturday 10:00am - 4:00pm

SCHOOL YEAR

The school year has 40 weeks and runs from September through June.

REGISTRATION

Returning Students:

Returning students receive special consideration in scheduling if they register by June 30th. Returning students may register by mail if a check or money order with the required deposit of the first month's tuition is sent with the completed registration form.

New Students:

New students must register in person by making an appointment with the teacher. A completed registration form and deposit of the first month's tuition are required to register.

A day and time will not be reserved for any student unless the above criteria are met.

Open Registration:

Private and group lessons are open for enrollment throughout the year if space is available.

TUITION AND FEES

All tuition, fees and schedules are subject to change.

Registration Fee:

Each student pays a registration fee equal to four lessons. It is applied to the total tuition and is non-refundable.

Tuition:

All listed tuition is for the entire year: 40 weeks. Fees are pro-rated for students entering after the school year has started.

PAYMENT POLICIES

Students who do not pay in full at the time of registration will be placed on a monthly payment plan ending June 7. Students who do not make monthly tuition payments or whose payments are not current will be dropped.

WITHDRAWAL

A student who wishes to withdraw must give the teacher two weeks prior written notice. All students are required to pay for, will be billed for and may attend these final two lessons. Calling the teacher is not an acceptable withdrawal notice. If all tuition payments are up to date and the two-week notice of withdrawal has been received, the student will receive a refund if any is due.

ATTENDANCE POLICY

The *Teacher* Piano School may discontinue any student who misses two consecutive lessons without notification, who has a pattern of absences, who is consistently tardy or who fails to adhere to their payment schedule. As a courtesy to the teacher, you are asked to call the teacher in advance when a student will be absent. Payment must be made for all missed lessons. There is no refund for classes missed because of student absence. However, if the teacher is given at least twenty-four hours notice that a student will be absent, the teacher may, upon his discretion, give the student a make-up lesson, but there will be a maximum of two make-up lessons per school year.