

**STUDENT ABSENCE & MAKE-UP LESSONS**

No refunds are given for missed lessons. Tuition reserves a student's lesson time each week. Students are entitled to ONE (1) MAKE-UP lesson per semester. In order to be eligible for a make-up lesson, lessons must be canceled by notifying Rivertown Music before 10am for weekday lessons and 8:30am on weekends. A make-up day is included at the end of the academic year and are given in a group format. Student cancellation of a make-up lesson forfeits the lesson. Any lesson canceled by the teacher or because of inclement weather will be made-up. Due to the nature of the programs, there are no make-up lessons for Rivertown Music workshops/classes containing fewer than 10 meetings.

The make-up lessons have no monetary value and do not carry over into the next school year. Obviously, you only want to use the make-up lesson option as little as possible to save them up in the event of an illness or other unforeseen occurrences

**PLEASE NOTE:** Last minute cancellations and no-shows will necessitate charging the full lesson fee and are NOT eligible for make-ups. We cannot make exceptions to this policy as it directly affects the individual teacher and their income.

**MISSED LESSONS & MAKE-UP LESSONS:** No refunds are given for missed lessons tuition reserves a students lesson time each week. Students are entitled to TWO (2) MAKE-UP lessons for the full-year enrollment and ONE (1) MAKE-UP for 18 weeks or less. In order to be eligible for a make-up lesson, lessons must be canceled by notifying Rivertown Music Studio before 10am for weekday lessons. Make-ups are included at the end of the school year and are given in a group format. Student cancellation of a make-up lesson forfeits the lesson. Due to the nature of the programs, there are no make-up lessons for group music and acting programs. All lessons canceled by the teacher will be made-up. **PLEASE NOTE:** Last minute cancellations and no-shows will necessitate charging the full lesson fee and are NOT eligible for make-ups. We cannot make exceptions to this policy as it directly affects the individual teachers and their income.

**WITHDRAWAL FROM LESSONS:** A 15-day notice from the first of the month is required to discontinue any lessons/classes. No withdrawals will be accepted after May 1 and no make-up lessons will be given for missed lessons. To withdraw from classes/lessons a parent or adult student must inform studio administration in writing. Any outstanding balances are due within the 30-day period. Rivertown Music Studio reserves the right to terminate lesson to any student without notice. In such a case, a refund for unused lessons/classes will be given.

**AVERAGED TUITION COSTS**

The tuition amount is averaged out over the year. Sometimes there are 4 lessons, sometimes there are 5 and in December there may be 2 or 3. The averaged tuition makes it easier for you to know that the account will be charged the exact same amount each month and makes the cost less for some months when there are 5 lessons. If we were to charge you less in December, you would pay more for the rest of the year.

**PAYMENT POLICY:** Tuition may be paid by check (payable to Rivertown Music Studio), money order or cash. Your 1st payment plus REGISTRATION FEE (\$30.00 per student or \$50.00 per family) are due in order to reserve a lesson time. The month of September is non-refundable. **MONTHLY PAYMENT PLAN:** Monthly tuition is due on the first of each month. All payments not received within 10 days of the due date are subject to a \$25.00 late fee. If payment is not received within 30 days, lessons will be suspended and LMS reserves the right to discontinue any further lessons. If a payment is rejected due to insufficient funds a \$25.00 fee will be assessed.

**MEDICAL EMERGENCY**

Unless written notice is given to the studio, permission is granted to Rivertown Music and its operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. Parent/Guardian should also submit written notice for any physical/mental problems, restrictions, or conditions.

#### **EXTREME WEATHER & UNCONTROLLABLE CIRCUMSTANCES**

In the event of inclement weather or events out of our control, Rivertown Music may make decisions regarding closure independently of the local school districts. A notice regarding any canceled lessons will be placed on the website and on the studio voicemail.

#### **ARRIVAL/DEPARTURE**

Students are expected to arrive on time so that lessons may begin as scheduled. Arriving late will shorten the lesson accordingly. Please do not drop off student earlier than their assigned lesson time. To ensure student safety, please be sure to pick him/her up promptly at the end of each class. Teachers do not supervise students before and/or after their assigned lesson time. Students are under supervision during their instruction time only.

#### **RELEASE OF LIABILITY**

Parents, legal guardians of minor students and adult students fully waive and relinquish any and all claims against Rivertown Music and its officers, agents and employees from injuries or damages as a result of participating in any activities or classes in any way associated with Rivertown Music. I further agree to indemnify and hold harmless Rivertown Music from any and all claims resulting in injuries, damages arising out of, connected with or in any way associated with the activities of any of the programs.