

THE HUNTER SCHOOL OF MUSIC: SCHOOL POLICY AND AGREEMENT FORM

Provide contact information that you will check regularly for The Hunter School of Music emails and other important information we must share and communicate with you. Please print clearly.

Date: _____ Student Name: _____
1st Parent Name: _____ 2nd Parent Name: _____
Phone Number: _____ Secondary Phone Number: _____
Email Address: _____
Students Date of Birth: _____ Instructor to study with: _____
Instrument: _____ Length of lesson: 30 min ___ 45 min ___ 60 min ___

X _____ Relationship to Student: _____
Signature of adult student or student's legal guardian

This **SCHOOL POLICY AND AGREEMENT** ("School Policy") is made and entered into this date _____ by and between The Hunter School of Music ("School") and _____ ("Student").

This School Policy and Agreement is a legal contract between School and Student for private, individual music lessons provided by School either online or in person to Student. Student agrees to enroll with School for such lessons and abide by the provisions of the School Policy, as a condition to School providing music lessons to student.

Tuition Rates: 30 min lesson \$185/month, 45 min lesson \$275/month, 60 min lesson \$355/month

Tuition Policy (read and initial on each line): Your tuition is \$_____ per month.

- ____ 1. Student/Parent will receive and read all emails from the School.
- ____ 2. Tuition is paid monthly. Tuition may be paid by check or online using Zelle. These are the only forms of payment we accept. Please use hunterschoolofmusic@gmail.com as the recipient for online payments.
- ____ 3. When paying by check or online you must write the Students name in the memo on the check. Checks must be placed in the safe drop box mounted on the wall behind the door to the break room.
- ____ 4. Tuition is due by the 10th of every month. After the 10th of the month there is a \$20.00 late fee. No exceptions.

Attendance Policy (read and initial on each line):

- ____ 1. Between January 1st and June 30th students are allowed 2 make up lessons.
- ____ 2. Between July 1st and December 31st students are allowed 2 make up lessons.
- ____ 3. We require at least 24-hour notice if you are going to miss a lesson and will need a make-up.
- ____ 4. There are no refunds for missed lessons. You cannot push a payment ahead or receive credit to the following month for a missed lesson. If you do not provide at least 24-hour notice you do not receive a make-up lesson.
- ____ 5. After the allowed number of make-up lessons (see line 1 and 2) your instructor is not required to provide you with any further make up lessons.
- ____ 6. All communication including scheduling changes, anticipated cancellation of lesson(s), vacations, questions or inquiries, or ANY other logistical administrative communication must be sent to:
hunterschoolofmusic@gmail.com or 408-320-6484.

Withdrawal Policy (read and initial on each line):

- ____ 1. If the Student needs to withdraw from music lessons the Student must provide 30 days written notice. You must email the School at hunterschoolofmusic@gmail.com in addition to speaking to your personal instructor.
- ____ 2. Once the Student has notified the School that they will be withdrawing the Student must pay for the remaining 4 lessons whether or not they are able to attend the remaining lessons.

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School Expectations (read and initial on each line):

- _____1. Students/Parents are responsible for purchasing the material (i.e. instrument, music books) that their instructor requires them to have for their lessons.
- _____2. Students are responsible for remembering to bring their music books and other material required by their instructor to every lesson.
- _____3. Students must arrive to their lessons or log on for a video lesson on time. Lessons are scheduled back to back so the instructors are not generally able to go past the end time of the Students' lesson. Instructors are not responsible for lost time due to Students arriving late.
- _____4. Students are expected to remain dedicated to their mutually agreed upon lesson day and time.
- _____5. Students are expected to treat the instructors, other students, and the School property respectfully.
- _____6. The Parent and/or Student consents to and authorizes the School to use photographs and video or audio recordings for the School's promotional purposes. This may include using material on the internet, social media, the Schools' website, or printed advertising. The School will not ever use the Students name unless it has been allowed by the parent.

Additional Information (read and initial on each line):

- _____1. The School reserves the right to provide a new and updated policy anytime throughout the year.
- _____2. Tuition is not charged when the School is closed. Refer to the School Calendar for dates we are closed. All other weeks and holidays the School remains open and you are required to pay and be present at your lesson day and time.
- _____3. If an instructor is sick or out for any other emergency reason you will be provided with a make-up lesson.
- _____4. If the instructor is out for a pre-planned vacation, work event, or reason given in advance, it is up to the discretion of the instructor whether he/she can make up the missed lessons or provide a substitute for the lessons.
- _____5. We provide lessons both in person as well as online. The terms of this contract remain the same for both forms of lessons.

Waiver of Liability (read and initial on each line):

- _____1. Parent and Student hereby waives, releases, discharges, and covenants not to sue the School, its owners, employees, agents or representatives from any and all liability, claims, demands, losses, or damages arising out of, or related to, Student's participating in School on-site or off-site lessons, events, or activities.

“By signing below, I hereby acknowledge that I have read and understood all of the School policies and tuition rates and agree to follow them”

Student Name: _____

Parent/Guardian Name: _____ Date: _____