AMY HUNTER MUSIC STUDIO POLICY

Provide contact information that you will check regularly for emails regarding your music lessons and other important information I 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: _____
Length of lesson: 30 min____ 45 min____ 60 min ____

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

This **POLICY** ("Policy") is made and entered into this date_____by and between Amy Hunter ("Studio") and _____("Student").

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

Tuition Rates: 30 min lesson $160/month, 45 min lesson $232/month, 60 min lesson $304/month

Your tuition is $_____ per month.

Tuition Policy (read and initial on each line):

_____1. Student/Parent will receive and read all emails from the Studio.
_____2. Tuition is paid monthly. Tuition may be (preferably) paid online using Zelle to the email address: amyhuntermusician@gmail.com or Venmo. Check and cash are also accepted.
_____3. Tuition is due by the 7th of every month.

Attendance Policy (read and initial on each line):

_____1. You are allowed 3 make ups per year.
_____2. I require at least 24-hour notice if you are going to miss a lesson and will need a make-up.
_____3. Make-ups will be scheduled within 30 days of the missed lesson.
_____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. All communication including scheduling changes, anticipated cancellation of lesson(s), vacations, questions or inquiries, or ANY other logistical administrative communication should be sent to:
amyhuntermusician@gmail.com or 207-370-8826

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.
_____2. Once the Student has notified the Studio 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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Studio Expectations (read and initial on each line):

_____1. Students/Parents are responsible for purchasing the material (i.e., instrument, music books) necessary for the lessons.
_____2. Students are responsible for remembering to bring their music books and other material required 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 I am not generally able to go past the end time of the Students' lesson. Studio is 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. The Parent and/or Student consents to and authorizes the Studio to use photographs and video or audio recordings for the Studio's promotional purposes. This may include using material on the internet, social media, the Studio' website, or printed advertising. The Studio 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 Studio reserves the right to provide a new and updated policy anytime throughout the year.
_____2. Tuition is not charged when the Studio is closed. Refer to the Studio Calendar for closures. All other weeks and holidays the Studio remains open and you are required to pay and be present at your lesson day and time.
_____3. If the 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, you will receive a make-up lesson.
_____5. I provide lessons both in person as well as online. The terms of this contract remain the same for both forms of lessons.

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

Student Name: _____

Parent/Guardian Name: _____ Date: _____

(207) 370-8826 amyhuntermusician@gmail.com www.amyhuntermusic.com