

Music Works Academy Policies

Parent Signature: _____

Date: _____



PRIVATE LESSONS

PRIVATE LESSON INFO:	<ul style="list-style-type: none"> • Our private lessons are offered on a monthly basis as our teachers are available. • Students need to have their own instruments for lessons and at home practice. Please see our website for more information on our recommended beginner instruments. • Students must purchase their own music books and supplies based on the recommendations of their teachers. • Completing our “ENROLLMENT” form online will put you into our “WAITING LIST” for the next available opening.
FEES:	<ul style="list-style-type: none"> • The fee for private lesson instruction (one student/one teacher) is \$45 per 30 minutes and \$75 per hour or single students. • The fee for private family instruction (2 students in the same family with one teacher) is \$70 for 30 minutes and \$90 for 60 minutes. • A \$25 registration fee per student is required to enroll in private lessons. • We offer a \$10 discount on our class and lesson fees for Military and Seniors.
DUE DATES & LATE FEES:	<ul style="list-style-type: none"> • Your monthly lesson payment is due by the 9th of every month. • A \$35 late fee will be auto-applied to past due accounts on the 10th.

GROUP CLASSES

GROUP CLASS INFO:	<ul style="list-style-type: none"> • Are offered in various session lengths depending on the type of class. • We arrange our group lessons by age for some classes to make learning easy. • Students participating in Guitar or Ukulele classes need to have their own instruments.
FEES:	<ul style="list-style-type: none"> • Our class lesson fee is variable depending on the type of class. (\$20, \$25 & \$35)
DUE DATES & LATE FEES:	<ul style="list-style-type: none"> • Our class lesson payment is due on the first class of the session or on the date of the class. • A \$35 late fee will be applied to unpaid accounts 7 days after the beginning of the class session. • Students with unpaid accounts will be dropped from the class and prevented from enrolling in future classes.

STUDENT PORTAL

STUDENT PORTAL:	<ul style="list-style-type: none"> • All Academy students and parents have access to a Free Student Portal to manage their classes and lessons. • You will receive information on how to access your Student Portal Account. Please familiarize yourself with this and use it regularly.
------------------------	--

COMMUNICATION

COMMUNICATION:	<ul style="list-style-type: none"> • All communication regarding scheduling, payments and other issues related to your classes or lessons need to be handled by the Director, Heather Korn. If you cannot solve your problem or find answers in your student portal, please contact her by email or phone: heatherkornmusicworks@gmail.com, (402)-806-4138 (office) or (402)-806-1103 (cell).
-----------------------	---

PAYMENT

- PAYMENT:**
- We accept payments in the following forms:
 - Check, Cash, Credit Card, Venmo, ApplePay, SamsungPay, GooglePay. PayPal.
 - A 3% Service charge will be added to ALL online payments.
 - Auto-Pay is Available by Credit Card or Bank Draft.
 - We process Auto-Pay accounts on the first of the month.
 - Returned checks will be assessed a \$50 return check fee.
 - We offer a \$10 discount on our class and lesson fees for Military and Seniors.

MISSED LESSONS/MAKEUPS

- MISSED LESSONS/MAKEUPS**
- **We require at least 24 hour notice prior to your appointment to cancel your lesson or class for makeup credit.**
 - ***NO-SHOW*** appointments for classes and lessons will not receive makeup credit.
 - ***Late cancelations (less than 24 hours) will not receive makeup credit.***
 - ***Makeups will be done in GROUP CLASSES ONLY.***
 - Your makeup credits do not expire and will show in your Student Portal.
 - *It is up to you to reschedule your makeups in your Student Portal.*
 - **MISSED MAKEUP LESSONS AND CLASSES WILL NOT BE CREDITED, REFUNDED OR RESCHEDULED.**
 - In the event that the Academy has to cancel a lesson due to teachers illness or we need to close due to inclement weather, we will offer a private makeup lesson.
 - **ILLNESS:**
 - Please do not come to your lesson or class if you are ill or suspect you are getting ill.
 - We will issue you a makeup credit.

PARTICIPATION & BEHAVIOR

- PARTICIPATION & BEHAVIOR**
- Students are expected to be on good behavior during their time at the Academy.
 - Any student disrupting the class time with behavior issues will be asked to leave the class.
 - Students are expected to go to their assigned lesson and class rooms ONLY and to use only the equipment they are expected to use with their teacher in their lesson/class time.
 - Parents WILL BE held financially responsible for any intentional damage to the building, equipment, materials or instruments.
 - If your child needs behavior supervision during lesson/class time we recommend you stay in the lesson for the duration of the class each week to provide that supervision at all times.
 - Please do not expect our staff or teachers to provide behavior supervision to your child.
 - Food/drink are not allowed to be brought in the Academy by students/parents.
 - Students MAY bring water bottles/containers only with lids! Water is available in our courtesy fridge.

TERMINATION OF LESSONS

- TERMINATION OF LESSONS:**
- Students/parents may terminate their lessons at any time by notifying the Director before the next billing cycle (month).
 - There are no refunds or credits for missed lessons due to termination before the next billing cycle (month).
 - The Director may terminate the lesson agreement for any of the following reasons:
 - 1) *Non-payment on account,*
 - 2) *Verbal/physical abuse of teachers/staff.*
 - 3) *Failure to follow Academy policies as outlined in this document.*