

DREW'S SCHOOL OF MUSIC POLICY & LESSON AGREEMENT

1. Lesson Logistics

- **Schedule:** Lessons are held once per week at a mutually agreed-upon recurring day and time.
- **Attendance:** Students are expected to arrive promptly with all required music books, notebooks, and instruments (if applicable). Lost time due to late arrival cannot be extended or made up.

2. Flat Monthly Tuition & Payment

- **Flat Rate:** Tuition is billed as a flat monthly fee of \$100 per month for private lessons and \$65 per month for group lessons. This rate is fixed regardless of whether a month has 4 or 5 weeks, accounting for studio holidays throughout the year.
- **Due Date:** Payment is due in full on or before the 1st of each month.
- **One month or more of missed payments will result in cancellation of lessons unless addressed with the studio lead teacher.**

3. Student Absences & Cancellations

- **Notice Requirement:** A minimum of 24 hours' notice is required to cancel or reschedule a lesson. Canceled lessons will not be refunded. Every effort will be made to reschedule.
- **No-Shows & Short Notice:** Lessons canceled with less than 24 hours' notice, as well as no-shows, are strictly non-refundable and forfeit eligibility for a makeup lesson.
- **Makeup Lessons:** Eligible missed lessons (with >24 hours' notice) may be rescheduled within the same month, subject to the teacher's availability. Makeup sessions do not roll over to subsequent months and cannot be used as tuition credits.

4. Teacher Cancellations

- **Guaranteed Content:** If the teacher must cancel a lesson due to illness, performance conflicts, or emergencies, a makeup session will be scheduled or substitute teacher provided.
- **Tuition Credit:** If a mutually agreeable makeup time cannot be found for a teacher-canceled lesson, a credit will be issued toward the following month's tuition.

5. Instrument, Practice, & Materials

- **Practice:** Students must practice regularly at home to ensure progress.
- **Materials:** Students are responsible for purchasing books, sheet music, metronomes, or other educational tools recommended by the teacher.
- **Instruments:** Students must have access to a well-maintained instrument at home for daily practice.

6. Discontinuation of Lessons

- **Notice Period:** If a student wishes to terminate lessons, a minimum of 30 days' advance written notice is required.
- **Final Payment:** The student/parent is responsible for the full tuition amount due during that final 30-day period.

ACKNOWLEDGEMENT & AGREEMENT

By signing below, the student (and/or parent/guardian) agrees to all terms, financial structures, and scheduling policies outlined above.

Student Name: _____

Parent/Guardian Name *(if student is a minor):***

Signature: _____ **Date:** _____