

LESSON POLICY & REGISTRATION

Welcome to Victor Litz Music Center. Our lesson studio offers private lessons with professional instructors. Your instructor is an independent contractor, not an employee of Victor Litz Music Center. He/She establishes the available schedule, tuition rate, lesson plan and policies.

A student who wishes a permanent weekly appointment, which reserves a specific time slot for the entire month, must pre-pay for the month. Each lesson is 30 minutes (most students) and given in the convenience of our teaching studios or on-line virtual instruction.

Weekly Price: \$40.00 per 30 minute lesson. Trial, float or bi-weekly lessons are \$43.00 per half hour and must pre-pay.

1. **REGISTRATION FEE:** A one time \$18.00 registration fee (per student) is due at the time of enrollment. An \$8.00 re-activation fee is charged when students re-register. Returning students' tuition will be priced at the present rate. Registration Fees are non refundable.
2. **TUITION:** Depending on teacher: \$39.00—\$43.00 per 30 MINUTE lesson—PAYABLE MONTHLY.
3. **A LA CARTE LESSONS:** Float / trial / bi-weekly lessons are \$43.00 per 30 minute lesson.
4. **FAMILY DISCOUNT:** \$1.00 off per lesson, per student = up to \$5.00 discount per month, per student, may be given if there are more than one current family member registered for lessons. *Some teachers may have a fixed tuition rate and policy.*
5. **AUTO-PAY—MONTHLY TUITION DUE & PAID BY CREDIT CARD:** You assign Litz Music a debit or credit card for monthly tuition and will be automatically charged the 1st week of each month. You are paying in advance. Tuition is based on the number of weeks/lessons in a calendar month. Tuition pays for the student's reservation for the month, instructor's time and preparation for your lesson. *We are unable to refund tuition for student absences. If student stops mid way through the month, with notice, we will refund the balance.*
6. **LATE FEE:** A fee of \$5.00 late fee per student, will be due if your tuition has not been paid by the 5th of the month.
7. **MUSIC & BOOKS:** 5% student discount on music & merchandise. Music books or supplies/accessories are not included in the tuition.
8. **IN STORE—INCLEMENT WEATHER/EMERGENCY CLOSING:** In cases of inclement weather or unsafe road conditions, classes may be cancelled. *We do not follow Montgomery County Public School system.* If you are uncertain, please call or check our web site. Virtual lessons will go as scheduled, unless you hear from your teacher.
9. **TO DISCONTINUE:** 24 hour, written notice must be given to the registration office. We assume you will continue each month and you will remain on the schedule until we receive written notice stating you will discontinue. If written notice is not turned in to the office, you will be responsible for payment for scheduled lessons. If you stop lessons in the middle of a month, we will refund the remaining, unused credit, provided you notify us in advance, of your last lessons.
10. **STUDENT ABSENT:** Teachers will reschedule a missed lesson with at least a 24 hour cancellation notice.
11. **RESCHEDULE:** With your 24 hour notice of cancellation, lessons must be made up within 30 days.
12. **REFUNDS nor CREDITS WILL BE GIVEN FOR ABSENCES EXCEPT FOR THE FOLLOWING:**
 - ~ Major Holidays: See Policy brochure for closed holidays. Notify the office if you will observe a Religious holiday not mentioned.
 - ~ If the teacher is absent or lesson studio is closed.
 - ~ If Victor Litz Music cancels lessons due to inclement weather.

It is a pleasure to have you as a student. A student will be required to practice and be prepared for all lessons. Negligence in practicing may result in being asked to withdraw from the enrollment. Agreed and understood, please complete below.

Student's Name _____ Age _____ or Adult
Please Print

Parent's Name _____
Please Print

Address _____
Street address City State ZIP

Phone: Cell _____ Work _____ Other _____

email (s) _____ Student's Birth date _____

Start Date _____ Day/Time _____ Account # _____

Teacher _____ Rate \$ _____ Instrument _____

Signature (or Parent) _____ Date _____

Agreed and Understood