



57 Upham Street, Melrose MA 02176
781-662-6101
info@music101studios.com

Student Information Private Lessons 2017 - 2018

Greetings! A few important things to keep in mind when registering for lessons...

1. Fall lessons will begin Tuesday September 5, 2017.
2. Registration is handled on a first come first served basis so please be timely in your response. For best scheduling options, return all registration materials by as soon as possible. Summer students will be given priority when scheduling.
3. Fall hours are Monday - Thursday 1:00 - 8:00 pm, Friday 2:00-6:30 pm.
4. Please include a full payment for September lessons with each registration form submitted in order to be scheduled. An annual \$25.00 registration fee per student and \$40.00 per family must be included with September tuition. *Lesson times cannot be reserved without payment.*
5. Refunds for September lessons will only be given if the studio is unable to accommodate a student's request.

INSTRUCTOR SCHEDULES

<u>Monday</u>	<u>Tuesday</u>
Jenny Herzig, <i>Violin/ Piano</i> : 2:00 - 8:00 Matthew Holehan, <i>Piano</i> : 2:30 - 8:00 Alicia DePaolo, <i>Voice/ Piano</i> : 3:00 - 8:00 Hayley Thompson-King <i>G/V/P</i> : 2:00 - 8:00 Michael Gold, <i>Piano</i> : 2:00 - 8:00 TBD Piano Instructor: 3:00 - 8:00 TBD Guitar Instructor: 3:00 - 8:00	Stephen Sikorski, <i>P/V/G</i> : 1:00 - 8:00 Jenny Herzig, <i>Violin/ Piano</i> : 2:00 - 5:30 Matthew Holehan, <i>Piano</i> : 1:00 - 6:30 Michael Gold, <i>Piano</i> : 2:00 - 8:00 TBD Piano Instructor: 3:00 - 8:00 TBD Guitar Instructor: 3:00 - 8:00
<u>Wednesday</u>	<u>Thursday</u>
Jenny Herzig, <i>Violin/ Piano</i> : 2:00 - 5:30 Alicia DePaolo, <i>Voice/ Piano</i> : 4:30 - 7:00 Hayley Thompson-King <i>G/V/P</i> : 2:00 - 8:00 Michael Gold, <i>Piano</i> : 2:00 - 8:00 TBD Piano Instructor: 3:00 - 8:00 TBD Guitar Instructor: 3:00 - 8:00	Stephen Sikorski, <i>P/V/G</i> : 5:00 - 8:00 Jenny Herzig, <i>Violin/ Piano</i> : 2:00 - 5:30 Matthew Holehan, <i>Piano</i> : 2:30 - 8:00 Alicia DePaolo, <i>Voice/ Piano</i> : 3:00 - 8:00 TBD Piano Instructor: 3:00 - 8:00 TBD Guitar Instructor: 3:00 - 8:00
<u>Friday</u>	<u>Days To Be Determine</u>
Jenny Herzig, <i>Violin/ Piano</i> : 2:00 - 5:30 Hayley Thompson-King <i>G/V/P</i> : 2:00 - 6:30 TBD Piano Instructor: 3:00 - 7:00 TBD Guitar Instructor: 3:00 - 8:00	Brian Church, <i>P/V/G</i>
	<u>Saturday/ Sunday</u> CLOSED



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Student Registration Form Private Lessons 2017 - 2018

Account Information

Primary Contact Name: _____ Phone: _____

Secondary Contact Name : _____ Phone: _____

Address _____ City _____ Zip Code _____

Emergency Contact Name: _____ Phone: _____

Email Address (used for studio reminders, scheduling, billing): _____

Preferred Form Of Billing: Hard Copy To Be: handed _____ emailed _____ both _____

Music 101 accepts payments by personal check or cash only.

Student Information

Name _____ DOB ____ / ____ / ____

School _____ Grade _____

Prior Experience _____

Teacher Preference: _____

Private Lesson Options		
INSTRUMENT	LESSON LENGTH	TUITION DEPOSIT (cost of 4 lessons)
Piano (4.5 +)	1/2 Hour	\$132.00
Violin (5 +)	3/4 Hour	\$198.00
Guitar (6 +)	1 Hour	\$264.00
Voice (10 +)		

Lesson Scheduling (one student per form)		PLEASE RETURN FORM WITH PAYMENT	
INSTRUMENT	LESSON LENGTH	DESIRED SCHEDULE: Day & Time Frame	TUITION COST
1st Instrument	<input type="checkbox"/> 1/2 hr <input type="checkbox"/> 3/4 hr <input type="checkbox"/> 1 hour	Choice 1: _____ Choice 2: _____ Choice 3: _____	\$ _____
2nd Instrument	<input type="checkbox"/> 1/2 hr <input type="checkbox"/> 3/4 hr <input type="checkbox"/> 1 hour	Choice 1: _____ Choice 2: _____ Choice 3: _____	\$ _____

I (parent/guardian or adult student) have read the attached payment/cancellation policy sheet thoroughly. I understand the information and am willing to comply with the established guidelines.

Signature: _____

Date: _____ In checking this box, I give permission to Music 101 to photograph and audio/video record classes, lessons, and other activities, to be used in print or electronic promotions. Music 101 will not publish the name of students, without parental consent.

Total Tuition Cost from above column	\$ _____
PLUS Registration Fee \$25/ individual; \$40/ family	\$25 or \$40
Total Due Now	\$ _____



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Payment and Cancellation Policies 2017 - 2018

Payments and Fees

All lessons are booked and must be paid for on a monthly basis. A \$25.00 registration fee per student or \$40.00 per family will be due upon registration. This fee will be added to September tuition on an annual basis. Payments are due at the last lesson of the month for the upcoming month. Any payments received after the 1st of the month will incur a \$5.00 late fee per student. If payment is not received before the second lesson, no further lessons will be given until the payment is rendered. If payment is made by check and it is returned by the bank, the parent of the student or the adult student will be charged the bank fee. Music 101 accepts cash and/or check only. Only the current student(s) on your account may attend lessons.

2017-2018	Lesson Rates
1/2 Hour Private Lesson	\$33.00
3/4 Hour Private Lesson	\$49.50
1 Hour Private Lesson	\$66.00

Voluntary Withdrawal from Monthly Lessons

In order to withdraw from the lesson program, Music 101 requires written notification by the 15th day of the month prior to when lessons will end. For example, a student who would like to withdraw for the month of April, notification must be given by a parent or guardian on or before March 15th. *Failure to notify the studio by the 15th will result in a student being held responsible for the upcoming month's full tuition.*

Cancellations

The Music 101 year is broken up into 4 Sessions:

- Session I: September - December
- Session II: January - March
- Session III: April - June
- Summer Session: July - August

Sessions I-III:

Because a lesson time is reserved especially for a particular student, the studio requires 24 hours notice of an absence. A student may be credited for one lesson per session IF 24 hours notice of the absence is given. A credit will always appear on the invoice of the month following the absence. Failure to provide advance notification of an absence will result in a forfeit of the lesson and payment of that lesson. A student will be charged for any additionally missed lessons within a given session after the 1 credit has been issued. Any missed lesson minutes due to the late arrival of a student will not be made up. Music 101 does not offer make-up lessons. The credit system will be used in place of the make-up. A lesson which is canceled due to the absence of the teacher will always be credited to the following month's invoice. If a student wishes to terminate lessons within a month that has been paid for, a refund will not be given for the remaining lessons.



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Payment and Cancellation Policies 2017 - 2018

Summer Session:

Summer session is a flexible 7 week program offered during the months of July and August. Information regarding our summer program will be available during the springtime.

Substitute Policy

When a teacher is to be absent, Music 101 believes in the policy of another member of the staff substituting for the day. All students follow a similar methodology in lessons. This enables members of the faculty to seamlessly cover each others lessons when the need arises.

Snow Cancellations:

Music 101 does not follow the weather related school cancellations. Information about our studio closing will be available after 12:00 PM. Please call the studio or check the website for updates.

Parking:

Please be aware that Music 101 does not have access to a driveway. Parking is available on the opposite side of the street. Please respect our neighbors by not using their driveways to park or turn around. Thank you for your cooperation.

Studio Etiquette

Please refrain from bringing any type of food, drink, or candy into the studio. Siblings must wait quietly in the reception area if they are to remain during the lesson time. Only the current student on your account may attend lessons. Please keep pets outside.

Holidays

Please note Music 101 will be **OPEN** for lessons the following holidays:

Columbus Day, Monday October 9, 2017

(Day Before) Veteran's Day, Friday November 10, 2017

Martin Luther King Day, Monday January 15, 2018

The studio will be **CLOSED** on the following dates:

August Break: August 25, 2017 - September 4, 2017

Labor Day: September 4, 2017

Thanksgiving: November 23, 2017 - November 26, 2017

Winter Break: December 23, 2017 - January 1, 2018

February Vacation: February 19, 2018 - February 23, 2018

April Vacation: April 16, 2018 - April 20, 2018

Memorial Day: May 28, 2018

July Break: June 30, 2018 - July 9, 2018

August Break: August 24, 2018 - September 3, 2018



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Academic Calendar 2017 - 2018

= closed

Aug/ September 2017

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Closed Aug 25 - Sept 4 Fall 2017 Begins: Sept 5						

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
OPEN Columbus Day: Oct 9						

November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
OPEN: Nov 10, Nov 22 Closed Thanksgiving: Nov 23, 24						

December 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Closed Winter Vacation: Dec 23 - Jan 1					

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Lessons Return Jan 2 OPEN Martin Luther King Day: Jan 15						

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
Closed February Vacation: Feb 19 - 23						



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March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
OPEN March 30						

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Closed April Vacation: April 16 - 20						

May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Closed Memorial Day: May 28						

June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Annual Recitals Mid-June Last Day of the Academic Year: June 29						

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Closed June 30 - July 9 Summer Session: T - TH						

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Closed Aug 24 - Sept 3 Fall 2018 Begins September 4						