



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

Payment and Cancellation Policies 2016 - 2017

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. As of September 2016, lesson tuitions will include attendance at semesterly review sessions, guided listening classes, and one Sunday Performance Class.

2016-2017	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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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 currently enrolled students may attend lessons. Please keep pets outside.

Holidays

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

- Columbus Day, Monday October 10, 2016
- Veteran's Day, Friday November 11, 2016
- Martin Luther King Day, Monday January 16, 2017

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

- August Break: August 19, 2016 - August 28, 2016
- Labor Day: September 5, 2016
- Thanksgiving: November 24, 2016 - November 27, 2016
- Winter Break: December 24, 2016 - January 1, 2017
- February Vacation: February 20, 2017 - February 24, 2017
- April Vacation: April 17, 2017 - April 21, 2017
- Memorial Day: May 29, 2017
- July Break: July 1, 2017 - July 10, 2017
- August Break: August 25, 2017 - September 4, 2017



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Student Registration Form Private Lessons 2016 - 2017

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 _____

Private Lesson Options

INSTRUMENT	LESSON LENGTH	TUITION DEPOSIT (cost of 5 lessons)
Piano (4.5 +)	1/2 Hour	\$165.00
Violin (5 +)	3/4 Hour	\$247.50
Guitar (6 +)	1 Hour	\$330.00
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 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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Academic Calendar 2016 - 2017

[] = closed

August/ September 2016

S	M	T	W	T	F	S
30	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	
Fall 2016 Begins: Aug 29 Closed Labor Day: Sept 5						

October 2016

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 10						

November 2016

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 Veterans Day: Nov 11 Closed Thanksgiving: Nov 24, 25						

December 2016

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 24 - Jan 1						

January 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				
Lessons Return Jan 2 Open Martin Luther King Day: Jan 16						

February 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				
Closed February Vacation: Feb 20 - 24						



Academic Calendar 2016 - 2017

[] = closed

March 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	

April 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						

Closed April Vacation: April 17 - 21

May 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 Memorial Day: May 29

June 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	

**Annual Recitals Mid-June
Last Day of the Academic Year:
June 30th**

July 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 July 1 - July 10 Summer Session: T - TH				

August 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 Aug 25 - Sept 4
Fall 2017 Begins September 5**