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CENTER FOR MUSICAL ARTS STUDIO POLICY Effective June 1, 2018

Welcome to Center for Musical Arts

Thank for choosing CMA for your musical education! We have established the following policies in order to provide the most effective and creative teaching possible. Thank you for your time and attention to our policies and procedures.

Studio Environment

We are committed to providing an environment that is clean and healthy for your family. Students must wash their hands before handling any instruments. Food and drink are not allowed in the studio, except for water in a closed container. To help maintain an environment free from distractions, cell phones and other electronic devices should be silenced while waiting and turned off during lessons.

Waiting Area

Students, parents and siblings may wait in the waiting area or work quietly in the computer lab. Please be aware that we do not have a receptionist to supervise students before or after lessons. Please be prompt when dropping off and picking up. We recommend that parents of students age 6 and under remain on site during lessons. Siblings should not be left at CMA without parental supervision.

Enrollment & My Music Staff

All students must enroll online at www.cmabr.net. Once we receive your enrollment, an account will be created for you with My Music Staff. With your My Music Staff account, you will have access to the studio calendar and billing statements. You can also make online payments, communicate with your teacher, log practice time and register for events.

Holidays & Closings

CMA will close for the following holidays and professional conferences: Labor Day, LMTA Convention, Thanksgiving, Christmas/New Year's, Martin Luther King Day, Mardi Gras, MTNA Conference (as needed) and Good Friday/Easter. CMA will follow the East Baton Rouge Parish Public School Board's decisions regarding closures due to hazardous weather.

Attendance & Missed Lessons

Students are expected to attend lessons regularly from August through May. Summer participation is optional. There are no credits, refunds or make-ups for missed lessons. If CMA must cancel due to hazardous weather or teacher illness, a make-up may be offered in the form of a group class.

STUDIO POLICY, continued

Billing & Tuition

Invoices will be e-mailed on the 1st of each month that payment is due. Payment is due the first week of the month. A \$15 late fee will be applied to accounts not paid by the 10th. Tuition and enrollment fees are non-refundable. We accept cash, checks, and credit card payments. Current tuition rates can be found in the tuition handbook, which is available at www.cmabr.net or by contacting the studio. Rates may increase by 1-3% each year.

Books & Materials

CMA will provide the student with all necessary books and materials. Books borrowed from our music library should be returned promptly and in good condition.

Practice & Instrument

Regular practice is imperative to learn how to play an instrument proficiently. Students are expected to establish and maintain a consistent practice routine and complete each week's assignment. Consistency is the key to success! All students must have an instrument in good working condition for home practice. We are happy to assist you in choosing an appropriate instrument.

Lesson Termination

Commitment in lessons is for one year at a time. In the event that you must stop lessons, we require a 30-day notification via e-mail. Any remaining balance will be due at that time. Regrettably, we will have to dismiss a student if any of these circumstances occur: failure to pay tuition on time; persistent absences; uncooperative attitude; failure to follow practice as instructed; lack of progress due to insufficient practice or unfulfilled requirements.

Policy Revisions

This policy may be revised periodically to reflect the changing needs of our studio. We will provide at least two weeks' notice before any changes take effect. The student's continuation in lessons will be deemed as acceptance of the policy changes.

Thank you again for enrolling in lessons at Center for Musical Arts! We look forward to working with you.