

The Music Staff's 2016-2017 Policy & Registration

4008 Grant Court, Chesapeake, VA 23321

lessons@TheMusicStaff.com

School Term September 7, 2016 - June 12, 2017 Summer Session June 13 - August 24, 2017

Instructors

Christine Butler (violin & guitar)
Danielle Fagan (violin, viola & cello)
Mary Ann Medlin (piano)

Contact Information

757-582-6286 Email cbutler31@cox.net
757-333-2501 Email fagandj@outlook.com
757-647-0316 Email info@themusicstaff.com

1. **LESSONS** are scheduled Monday - Friday for the School Term and Tuesday - Thursday for the Summer Session. Performance Classes, winter and spring, may be scheduled prior to recitals in lieu of that week's private lesson. Commitment is for the entire year; stopping prior to the end of the term requires four (4) weeks notice.

2. **REFUNDS or CREDIT** are not given for missed lessons; **MAKE-UPS** are at teacher's discretion.

3. **MONTHLY INSTALLMENTS** are by cash or check, payable to The Music Staff. **The September installment is due by August 20th in order to reserve fall lesson day and time.** October - June installments are due by the 10th of each month. This amount covers 36 lessons for the School Term and four (4) lessons during the Summer Session. Tuition for additional summer lessons is due after the initial four (4) summer lessons have been completed. A \$10 late fee is charged to accounts if payment is not received by the 15th of the month; a \$30 service fee is added for insufficient funds.

4. **BOOKS, AUDITION FEES, and OTHER FEES** are in addition to tuition and are added to each student's account.

Student's Name _____ Age ____ Adult () 30" 45" 60" lesson

Day & Time _____ Instrument _____ Instructor _____

Student's Name _____ Age ____ Adult () 30" 45" 60" lesson

Day & Time _____ Instrument _____ Instructor _____

Student's Name _____ Age ____ Adult () 30" 45" 60" lesson

Day & Time _____ Instrument _____ Instructor _____

Person Responsible for Financial Commitment _____

Address _____ City _____ Zip _____

Phone Numbers: Home _____ Work _____ Cell _____

E-Mail _____

Place of Employment for Parent or Responsible Party _____

Emergency Contact _____

_____ 10 installments	September - June	30 " lessons	Monthly Installment per student	\$104.00
_____ 10 installments	September - June	45 " lessons	Monthly Installment per student	\$156.00
_____ 10 installments	September - June	60 " lessons	Monthly Installment per students	\$204.00

Total Monthly Installment Amount: \$ _____

Please fill out "Policy & Registration" form and return with September installment by August 20th. Thank you!

Signature of Responsible Party

Date