

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.

***Any solicitation of the teachers' services for off premise instruction is strictly prohibited.**

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. Trial, float or bi-weekly lessons are \$35.00 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. Registration Fees are non refundable.
2. **TUITION:** from \$30.00 to \$35.00 per 30 MINUTE lesson—PAYABLE MONTHLY.
3. **A LA CARTE LESSONS:** Float / trial / bi-weekly lessons are \$35.00 per 30 minute lesson.
4. **FAMILY DISCOUNT:** 50 cents off per lesson, per student = up to \$2.50 discount per month, per student may be given if there is more than one current family member registered for lessons. *Some teachers may have a fixed tuition rate and policy.*
5. **MONTHLY TUITION DUE: You are paying in advance.** Tuition must be paid 1 week *before* the *approaching* month. Tuition is based on the number of 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.*
6. **PAYMENTS:** We do not send bills for tuition. We offer AUTO-PAY. Cash, Checks and Major Credit Cards are accepted. ~ A \$35.00 fee will be charged for all returned checks. ~
1. **MUSIC & BOOKS:** Music books or supplies/accessories are not included in the tuition. 5% student discount on music & merchandise.
2. **LATE FEE:** A fee of \$5.00 late fee *per student*, will be due if your tuition has not been paid by the 7th of the month.
3. **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.
10. **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. **Returning students' tuition will be priced at the present rate.**
11. **STUDENT ABSENT:** Most teachers will reschedule a missed lesson with at least a 24 hour cancellation notice.
12. **RESCHEDULE:** With your 24 hour notice of cancellation, lessons must be made up within the same month. Some exceptions.
13. **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.

Signature (or Parent) _____ Date _____
 Agreed and Understood

Student's Name _____ Age _____ or Adult
 Please Print

Parent's Name _____
 Please Print

Address _____
 Street address City State ZIP

Phone: Home _____ Cell _____ Work _____

email _____ Student's Birth date _____

Start Date _____ Day/Time _____ Account # _____

Teacher _____ Rate \$ _____ Instrument _____