



# ESOMA STUDIO POLICY

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**FEES:** Monthly tuition is due on the 1<sup>st</sup> day of the month. A twenty dollar (\$20.00) late fee will be assessed on *any tuition* received after the 5<sup>th</sup> day of the month. For any returned check, a thirty five dollar (\$35.00) late fee will be assessed, and cash or money order may be required for the remainder of the year. A fifty dollar (\$50.00) non refundable one-time registration fee is required upon submission of Registration form to guarantee the time slot for the lesson.

**ABSENCES:** If a student is unable to attend a scheduled lesson, a 24 hour notice to the teacher (via email or phone call) is requested. If your child is sick, please do not bring him/her to class. If the teacher is absent due to illness, or vacation, a substitute teacher will be assigned by ESOMA management.

**PERFORMANCES:** Students are encouraged to participate in Recitals. Showcase and other performances. Participation is not required but is considered to be an essential part of student's musical development.

**MAKE-UP LESSONS:** Make up lessons will be given, as long as 24 hour notice has been carried out. However, when the teacher arranges any make up lessons these will be at the teacher's discretion and will be scheduled over a period of time on that same month, at a time agreed upon by both the teacher, the student and their parents. If a scheduled make up lesson is missed by the student, no other make up lesson for the make up lesson missed will be given by the teacher.

**DISCONTINUED LESSONS:** *If a student intends to discontinue lessons, thirty (30) days advanced written notice is required or a full month's tuition shall be assessed.* It is considered a professional courtesy to have sufficient notice for discontinued lessons. This shall apply only to students who decide to permanently discontinue lessons, and not to just take off time for summer vacation.

**TUITION:** Tuition schedule is provided at time of registration. ***Tuition is paid by the month, not the lesson.*** A schedule of holidays, make-ups and other school events is posted at the Studio. Make-up lessons for the holidays will be arranged. Tuition payment or any portion thereof cannot be transferred from one month to another.

I, \_\_\_\_\_ have received and do understand the above Policy of Evergreen Studio of Music & The Arts (ESOMA), and agree to abide by these guidelines.

\_\_\_\_\_ Parent/Guardian Signature

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_