

Minnesota Music Studios Policies and Procedures

Registration:

A non-refundable fee of \$25 per student per year is required at time of registration. This fee covers technology and recording materials for the student's session.

Payment Plans:

Tuition must be paid by one of two payment options: **Option One:** check or credit card payment for the full tuition; **Option Two:** two checks or credit card payments, with one check being post-dated as stated on the registration form (all checks are sent at the same time). All checks must be received upon registration to confirm lesson time. All NSF checks will be charged a \$30 NSF fee. Checks should be made payable and mailed with registration form to: **Minnesota Music Studios, 2488 Vierling Drive East, Shakopee, MN 55379.**

Withdrawal and Refunds:

Students are committed for the entire session and are responsible for tuition for the entire session. No refund of tuition shall be made except for the prolonged illness of a student or relocation to another city. In either instance, 50% of the prorated portion shall be refunded to the student. At the end of each session, student is **automatically enrolled for the next session** unless written notice to withdraw is signed and received 30 days prior to end of session. Please keep your instructor and the Minnesota Music Studios informed.

Missed Lessons and Make-up Lessons:

Lessons missed due to vacation outside of the Minnesota Music Studios' calendar and make-up lessons cancelled or forgotten by the student **will not be made up**. Lessons missed because of illness or emergency will be made up depending on availability of time in the instructor's schedule, **ONLY if the individual instructor** is informed 24 hours in advance. Make-up lessons must be completed in the session in which absences occur. Each student is **allowed one make-up lesson per session**. Lessons will not be carried over to the next session. In the event that the Instructor is ill, lessons will be made up or amount will be deducted from next payment.

Weather:

Lessons missed due to adverse weather conditions cannot be made up. Minnesota Music Studios will be closed when District 720 is closed or after-school activities are cancelled due to weather conditions.

Care of Students:

Parents with students 5 years and younger are asked to remain in the building during the classes. Students are not to be left alone for excessive time before or after lessons. By signing below, you release responsibility of Minnesota Music Studios and the Instructor if you choose to leave your child unattended before and after lessons.

Injuries:

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on studio property resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time.

Recording Release:

The studio is hereby granted permission to use student recordings for use in promotional materials and web sites.

I have read and understand the above policies and procedures and agree to abide by them.

***** PARENT COPY*****

**PLEASE KEEP THIS COPY AND BE SURE TO
SIGN REGISTRATION FORM**

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