



Minnesota Music *Studios*

Combining music lessons with recording technology

POLICIES AND PROCEDURES

Payment Process:

Minnesota Music Studios payments are made monthly. The student or family is to bring payment at the first lesson of each month. Please make checks payable to Minnesota Music Studios.

Withdrawal and Refunds:

Students are committed for the month and are responsible for payment for the entire month. At the end of each month, student is **automatically enrolled for the next month** unless written notice to withdraw is signed and received 7 days prior to end of month. 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 Instructor** is informed 24 hours in advance. Make-up lessons must be completed in the following month in which absences occur. Each student is **allowed one make-up lesson per month**. 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.

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 THE NEW
STUDENT FORM**

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