Westfalls Music Studio Policies

CONTACT:

- Email: westfallsmusicstudio@gmail.com
- Phone/Facetime: 682-712-5260
- Address: 2101 Copperfield Court, Frisco, TX 75036
- Skype: monika.idasiak

TUITION AND FEES:

- Tuition is based on monthly lessons. Non-refundable and non-transferable.
- Monthly Tuition:
  - 30 min ($45); 4 lessons - $180; 5 lessons - $225
  - 60 min ($90); 4 lessons - $360; 5 lessons - $450
- Invoice sent via email; payment due on the 1st of each month.
- LATE FEE CHARGE: $15 late fee assessed if tuition not received by 1st of the month
- Repeated failure to pay tuition timely will result in lessons being terminated.

PAYMENT OPTIONS:

- Checks payable to Westfalls Music Studio
- Zelle: Wells Fargo: WestfallsMusicStudio@gmail.com

WITHDRAWAL:

- No long-term contract. Provide written notice 30 days before discontinuing lessons.

MAKE-UP LESSONS, STUDENT ABSENCES, and CANCELLATIONS:

- Parents acknowledge that tuition is a retainer for the teacher's time; any missed lessons for whatever reason will NOT be made up or refunded. You are advised not to schedule other activities for your child during or near lesson times.
- Online lessons: rather than missing a lesson, we encourage you to switch to an online lesson if needed; please contact the teacher ahead of your lesson time to coordinate.
- Teacher-initiated cancellations will be made up. Missed lessons from teacher cancellations that cannot be made up will be deducted from monthly tuition or moved to another month.

COMMUNICATION:

- Review monthly invoice and informational emails; *check spam folder if not received*.
- Westfalls Music Studio is not responsible for missed communications.

PICKUP, DROPOFF, and TARDINESS:

- Students should arrive no more than five minutes early and be picked up five minutes after the lesson. No childcare provided after lesson time.
- Late arrivals will not extend the lesson into another student's time.

PREPARATION and ADVANCEMENT:

- Students must bring their own music books and materials. Unprepared students will not be able to make the most out of your investment. The lesson will be cancelled if the student shows up without their music or instrument.
- Practice at least five days a week, preferably daily. Morning practice is ideal. Lesson day practice is crucial for retention. Your follow-up is essential for success!

ACKNOWLEDGEMENT:

- I have read, understand, and accept all Westfalls Music Studio Policies.

Printed Name: _____

Signature: _____

Date: _____