

ARKANSAS MUSIC CONSERVATORY

LESSON POLICIES

TUITION & BILLING

- Tuition for lessons is \$110 per month regardless of attendance.
- Lessons are charged on an auto-draft payment system. *We require each student to have a form of payment on file, either through credit/debit card or a voided check.* The tuition is charged on the 5th of each month. *Monthly payments are non-refundable.*
- If your credit/debit card expires, it is your responsibility to let us know and get a new one on file. Any account that is not paid by the 15th of the month will be charged a \$10 late fee.
- If you decide to discontinue lessons, please let our lesson manager know by the end of the month to ensure you will not be charged for the next month.

BOOKS & SUPPLIES

- Books and supplies are not included in the tuition. The required books/supplies that you will need are determined by your teacher and will be added to your account.

MISSED LESSONS & MAKE UPS

- Please remember that you have signed up for lessons at a specified time. We do not give credits for missed lessons by the student. This includes lessons missed due to illness and vacation. The lesson time you have chosen is specifically reserved for you, so please be respectful of your teacher's time.
- If you are going to miss your lesson, please give at least 24 hours notice to your teacher. If the teacher can accommodate a make-up lesson (as their schedule allows), that is considered a courtesy. Make-ups do not "add up" over time. A make-up for a lesson missed by the student should be made up within the month. If the teacher's schedule is unable to accommodate it, the student forfeits the lesson.
- If your teacher should be out for any reason, they will make every attempt to schedule a make-up lesson with you. If that cannot be arranged, a credit will be put on your account for **the following month** of tuition.
- No-shows and notifications the day of are NOT eligible for make-ups. Any student that no-shows 2 weeks in a row will be removed from the schedule. The monthly tuition will not be refunded.

HOLIDAYS & INCLEMENT WEATHER

- Holidays are built into the lesson tuition over months of enrollment. Some months will have 5 lessons instead of 4. Those 5th week lessons are taught in place of holidays and breaks where we are closed. If you start on the same month as a holiday, your tuition will be pro-rated to reflect the amount of lessons taken that month.
- If we are closed for inclement weather and your teacher cannot provide a virtual lesson, we will credit your account for the following month of tuition.

PRACTICE TIME & BEHAVIOR

- Practice is essential to excel in any instrument. Students should come to lessons prepared. Practice time depends on the age and aptitude of the student; your teacher will let you know how much practice time is expected each week.
- It is at the teacher's discretion to discontinue lessons should they become a chore and not enjoyable for the student.
- Appropriate behavior in lessons is expected and appreciated. Our teachers will not discipline students during their lesson. If behavior is inappropriate, the teacher reserves the right to end the lesson early.

By signing below, you agree that you have read and understand the above lesson policy.

Student Name(s)

Student/Parent Signature

Date

arkansas music
C**ONSERVATORY**

“where musicians are made”

NEW STUDENT FORM

Student Name(s): _____

Parent Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Contact Name: _____

Email Address: _____

Arkansas Music Conservatory requires a form of payment on file for your monthly tuition. The tuition is deducted on the 5th of each month for as long as you are enrolled. We will also use this form of payment to charge books/supplies to your account, unless otherwise noted.

Please check the form of payment you'd like to use. (You may fill out on this form or give in person)

Credit/Debit Card Card Number: _____/_____/_____/_____

Exp: ____/____ CVV: _____

Voided Check (ACH) Routing Number: _____

(please attach voided check to this form) Account Number: _____

By signing below, you authorize us to electronically debit your account for lessons, whether through credit card or ACH on the 5th of each month.

Signature

Date