

Student Policy and Tuition Information

To avoid any future confusion please read the following carefully:

1. **Tuition is charged in advance of lessons received.** When **five (5)** weeks occur in a month, the tuition charge will reflect the extra week. For group classes or summer camp, tuition plus any associated lab fee is paid in full on or before the first day of class.
2. **Tuition is due no later than the tenth of each month.** Tuition plus a \$15.00 late fee will be charged to the credit card on file on the eleventh of each month; Lessons are not transferable. No refunds.
3. Tuition and fees are subject to change with notice.
4. All students must have a deposit of a valid credit card on account with Village Music School.
5. **Student Absence Policy: 24 hours notice of cancellation is required to qualify for a make-up private or buddy lesson.** Less than 24 hours notice will be tallied as a lesson received. To be eligible for a make-up lesson, absences must be submitted to both your instructor and our Text Attendance Hotline at (925) 979-5578.
6. **No more than two make-up lessons will be valid on account at any one time.** All make-up lessons must be taken within 60 days of cancellation. It is the students' responsibility to schedule make-up lessons with their teacher.
7. **MISSED LESSONS AND CANCELLATIONS DO NOT AFFECT TUITION.**
8. As an alternative to teacher absence, a substitute teacher will be provided by Village Music School whenever possible.
9. I grant Village Music School the authorization to use student photographs and other forms of media that may be taken in any/all marketing materials for the Company.
10. All new student materials (method books, sheet music, accessories, etc) on account will be charged to customer credit cards upon receipt of materials, unless another form of payment is provided at that time.
11. As legal guardian for the student(s) listed on this form, I consent to their participation in the Village Center program. I realize the potential for injuries, when participating in any activity involving motion. I understand that it is the intent of Village Center to provide for the safety and protection of all students including my child, and injuries may still occur. I hereby forever release Village Music School and its employees from all liability and for all damages and injuries occurring under the instruction and supervision of Village Music School.

Private / Semi-Private (Buddy) Lessons: Tuition plus a \$15.00 late fee will be charged to your account on the eleventh of each month. Lessons are not transferable. No refunds. There is no make-up availability for a partial buddy lesson.

Group Classes: Tuition plus any associated lab fee is due in full at time of registration for class. There is no make-up availability for a missed group class. As an alternative to teacher absence, a substitute teacher will be provided by Village Music School whenever possible. Village reserves the right to cancel any class due to low enrollment; a credit transfer or refund will be provided in this case.

Summer Camp: Tuition is due in full including a \$50 non-refundable deposit at registration for camp. No refunds or credit transfers once camp begins. There is no make-up availability for a missed class or day of camp. Snacks will be provided for half-day students; students must bring their own lunch if they are attending summer camp for the full day. As an alternative to teacher absence, a substitute teacher will be provided by Village Music School whenever possible. Village reserves the right to cancel any half-day camp due to low enrollment; in this case, we will try to place you into a different camp, otherwise, a credit transfer or full refund (including deposit) will be provided to you. Any referral discounts are pending student participation and will be processed on first day of camp.

Home School/Voucher Students: If there is a balance remaining after the total amount of vouchers is processed, it is the sole responsibility of the undersigned to pay the balance in full upon request. Lessons are not transferable. No refunds. Village Music School does not monitor voucher balances. Voucher families are responsible for the entire month tuition. Make-ups will be applied per the Student Absence Policy (section 5).

**I, the undersigned, have read and understand Village Music School Student Policy and agree to all terms.
I also understand that these terms apply to any/all current and future Village programs in which my family will participate.**

Electronic Signature: _____