



# MELISA KENNEDY

## LESSON POLICIES & PROCEDURES

2020 - 2021 ENROLLMENT

WWW.MELISAKENNEDY.COM



### POLICIES & FEES

**Private Lessons:** Yearly Tuition for 30-minute private lessons is \$1250 divided into 12 monthly payments of **\$104.16**. At this price, the student is guaranteed that I will be prepared and present to teach 50 weeks per year, with Thanksgiving and Christmas weeks off.

### MISSED LESSONS POLICY:

Because specific times are set aside for specific students, a student who does not attend a lesson will simply miss the benefit of that lesson. I will then use that time or other times to plan for the student's progress, locate materials, etc. Please be assured that your tuition pays for far more than the time spent with your child. There are no refunds, discounts or makeups given unless I am unable to teach the promised number of lessons.

I will offer (2) two opportunities per year for Bonus Lessons -- one in the Fall and one in late Spring. For those who have missed a lesson, they will get one "makeup" in total regardless of number of absences and those with perfect attendance get a free bonus lesson.

If a student quits during a prepaid month, no refunds or discounts will be given for missed lessons. A lesson time is a reserved time that I rely on as a mutual commitment. Please give 2 weeks notice of canceling lessons altogether so someone on my waiting list has the opportunity for music education they so deeply desire.





## HOW TO ENROLL

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- Enrollment will be considered after a personal audition (15-minute online consultation) with the student to assess the child's readiness for piano lessons which includes a virtual chat with the parents to discuss piano lesson expectations.
- Enrollment applies to the entire calendar year (one year from your enrollment).
- New students may enroll at any time during the year, and tuition will begin at that point.
- Parents must complete and digitally sign an online enrollment form (new students only) and submit the \$50 yearly enrollment fee.
- Submitting the online enrollment form (new students only), enrollment fee, and lesson request form reserves your child's place in my studio for the upcoming year.





## BILLING

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- Tuition is billed per year, and is divided into 12 equal monthly payments or two equal semester payments if you prefer.
- Invoices will be emailed approximately one week prior to each tuition payment due date.
- Types of payment accepted: credit or debit card via Square or PayPal only.
- Late payments of 7 days or more will result in an automatic \$25 late fee.
- Non-payment of tuition or consistent late payment will result in immediate termination.



## WE'RE READY TO SIGN UP! WHAT DO WE DO NEXT?

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- Parents of new students need to complete and digitally sign the online enrollment form ([click the link](#) to access it).
- Once I receive the enrollment form, we'll schedule a 15-minute consultation.
- Then you'll pay the enrollment fee, and we'll schedule our weekly lessons.
- I am honored and grateful for the opportunity to help your child get started on a fun and amazing musical journey!

