



School of Music & Fine Arts

200 Northgate Avenue., Daly City, California 94015

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POLICIES

In order to provide consistent quality music and art instruction Musicart Studio Inc., The School of Music and Fine Arts has adopted the following policies:

General Instruction and Billing Information

- Instruction is continuous throughout the year.
- Private lessons are 30, 45 or 60 minutes long.
- Semi-private and group lessons are 45 minutes long.
- Lessons can begin at any point depending on availability.
- Tuition is billed monthly. If instruction commences mid month, tuition rate will be prorated.
- Tuition is due the first of every month.
- Musicart Studio Inc., The School of Music and Fine Arts reserves the right to cancel your lessons if payment is not received on time.
- Musicart Studio Inc., The School of Music and Fine Arts will close the last two weeks of August, a week in March/April for Spring Break and the last two weeks of December as well as all other major holidays.

Missed Classes

- The student or parent will inform the School of Music and Fine Arts if the student needs to miss a class or private lesson.
- With advance 24-hour notice one absence per two month block will be credited for private lessons.
- With advance 24-hour notice make-up classes are available to those who miss two or more classes. Please consult your instructor for the appropriate make-up lesson time.

Additional Fees

- \$25.00 late fee will be charged to all tuition received after the 10th day of each month.
- \$25.00 will be charged for all returned checks or if your credit card is declined.

Cancellation or Temporary Closure

- To withdraw from Musicart Studio Inc., The School of Music and Fine Arts a thirty (30) day written notice is required. Billing will cease thirty calendar days from the receipt of the written notice provided.
- To temporarily suspend your account for extended vacation, personal reasons, etc. you must provide a thirty (30) day written notice. Billing will cease thirty (30) calendar days from the receipt of the written notice provided. Upon your return to Music Art Studio Inc., The School of Music and Fine Arts your account will be re-instated and every effort will be made to place student in the original class if space is still available. In addition, you will not be required to pay the registration fee.

Initial to accept
cancellation &
temporary closure
policy.

I have read and accept the above policies.

Student Name: _____

Parent Name: _____

Signature: _____ Date: _____

DC _____