**New Mozart School of Music**

**Private Lesson Policies**

**Registration:**A non-refundable fee of $50 per student is required at registration.

**Payment of Fees:**Tuition must be paid by automatic bank account debit or automatic credit card payment (Visa/Master). Tuition will be debited from your account on file on the 1st day of each month. If you enroll in mid-month, your tuition will be prorated for that month only.

Credit card or bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. All charges will appear on your bank statement or credit card statement as being from New Mozart School of Music.

**NSF Payments:** I hereby authorize the school to electronically debit my bank account for the amount of any NSF paper check or auto-debit transactions plus a $20 NSF fee.

**Withdrawal and Refunds:** There is a two-month minimum for enrollment for each instructor's studio. Transfer to another studio before the 2 month minimum is unavailable.

***One-month notice is required to discontinue any lessons.*** **Withdrawal must occur within the first 7 days of the month.**

Withdrawal must be done by filling out the withdrawal request form link provided by the office. To withdraw from lessons, a parent or adult student must:

1. Inform school administration by email, phone, in person and
2. Complete and sign an online withdrawal form provided by the school office through email.

All automatic bank debiting or credit card charges will stop after the one-month notice period. New Mozart School of Music reserves the right to terminate lessons to any students without notice. In such a case, a refund for unused lessons will be given.

**Substitutions:** New Mozart reserves the right to provide substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up. Cancellation of a lesson due to substitute may be unavailable for refund/reschedule.

**Missed Lessons:** *No refunds are given for missed lessons.* Make up lessons will be limited to 2 per teaching year and reserved for emergencies + medical illnesses and require 24 hours advance notice.   (Any other activities such as: School activities/programs, ski trips, band trips, Spring Breaks that differ from New Mozart’s Spring Break, and holidays not part of New Mozart's calendar, do not qualify for make-up lessons.) There are no make-up lessons for group music classes. If you are unable to attend a lesson at your specific appointed weekly timeslot, a request for a makeup will be up to the discretion of open schedules in each individual teacher's studio but may be unavailable for makeup/reschedule.

Please review our New Mozart [yearly calendar](http://www.newmozartschool.com/calendar) to determine which specified off dates are set for the school. (New Mozart Holidays/development off days are not included in tuition and thus not scheduled for makeups\*) The school will send out an email whenever there is an upcoming holiday for reference.

**Parent’s Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. It is the responsibility of the parents or adult students to inform the school of any address or telephone number change.

**Care of Students:**The school is not responsible for providing before or after class care for students. Students are not to be left at the school before or after class.

**Injuries:** You assume all risk of injury or harm to the child(ren) or adult(s) associated with participation in this musical activity at the NMSM and by signing this waiver, agree to releases, indemnify, defend and forever discharge the NMSM and its staff from all liability, claims, demands, damages, costs, and expenses in the unlikely event of injury sustained by your child(ren) or adult student during the course or as a result of this musical activity.

**Photo/Video Release:** The school is hereby granted permission to take photographs/videos of the students to use in brochures, web sites, posters, advertisements, and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs and videos in its name.

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Student’s Full Name

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Parent’s Full Name

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Parent’s Signature Date