

**Avalon School & Music Center/ School of Music - Lesson Policies (effective Aug 1, 2009)**

**Lesson Scheduling:** Lessons are available 6 days a week in 30 min., 45 min., and 60 min. time slots and are scheduled weekly at established times during the day or evening Monday-Saturday. We can help you find a time and day that works best for your schedule. Ask at our front desk about available instructors and time/day slots

**Private Instruction Rates:** Our private lesson rates are very competitive with what you could expect to pay for ongoing private lessons in the greater Orlando area and are as follows:

**Lessons on Piano/ Guitar/ Drums/ Voice/ Brass/ Woodwind instruments** starting at \$94 per month for ½ hour lesson (\$141 per 45 minutes and \$188 per 1 hour)

**Lessons for (Strings) Violin/Viola/Cello/Double Bass/Harp/Advanced Flute** Beginning Students \$96 per month for ½ hour lesson, Intermediate & Advanced Strings \$101 per ½ Hour (\$151.50 for 45 minutes and \$202 for 1 hour lessons)

**Family discounts-** Additional family members receive a \$4 per month discount off above rates

**Voice Lessons- Important-** all students ages 13 and up are required to take at least a 45 minute lesson or longer due to the nature of warm up time etc. This is a requirement of our voice instructors.

**Registration Fee-** There is a \$25 registration fee for each student at the time of registration. 2<sup>nd</sup> or 3<sup>rd</sup> Student discount on registration fee is \$5 off (\$20). Students who leave the school and return after 1 year will need to re-register and pay the registration fee again

**Monthly Fees-** All of our programs are based on a month to month commitment. Payment is due on a monthly basis in advance of the first lesson of the month. If a student begins lessons in the middle of the month we will prorate for the number of lessons before the beginning of the first full month.

**Cancellation Policy:** We require one month in advance written notice to discontinue lessons. Please complete our "Notice to Withdraw" form available on line under "Lessons" or at the front desk of the school. If for example, you plan to discontinue/suspend lessons in May, then we will need to receive your written notice by the first lesson in April. If no notice is given by the first lesson of the month before lessons are being discontinued/suspended, then the student/parent will be responsible for the next full month's tuition, no exceptions. We have a waiting list of students, and there is no reason for our instructors to have no shows or payment from a student who gave no notice to discontinue.

**Payments forms- All students are required** (no exceptions) to enroll in our **Auto Bill** program unless there is a trial period, after which enrollment will be required. This is a proven safe, secure and convenient way to pay ongoing fees while enrolled at the school. We accept Visa, MasterCard, Discover and Check Cards. We will automatically bill your card no later than the 4<sup>th</sup> day of the month. For multi students or lessons, we will bill your card separately for each student/ instructor that lessons are being taken with. (Please complete Credit Card information at bottom or other side of this form)

**Late Fee:** We have a late payment fee policy of \$20. If payment is not received by the second lesson of the month it is considered late and the fee will automatically be applied, no exceptions. It is the students/parents responsibility to ensure we have a current credit card on file for auto bill purposes.

**Returned Checks:** There will be a \$20 Fee for any returned checks.

**Missed Lessons and Make Up Policy:** There will be no credits or make ups given for unexcused missed lessons. Each student will be allowed 4 excused make up lessons per calendar year. Make up lessons must be taken within 30 days of the missed lesson otherwise they will be forfeited. The teacher's time is reserved each week for you and cannot be changed unless, the teacher has an opening at a different time or day. You can check with us prior (24 hours minimum) and we will try to accommodate you, but we can not guarantee this as the teacher's schedules are normally full. In order to qualify for a make up lesson, the student or parent must call/e-mail us at least 24 hours in advance in order to change a lesson time or schedule a make up. If you do not call at least 24 hours in advance, you will forfeit the lesson, no exceptions. Please work with us on this and we will try our best to work with you. If we know in advance you will be absent, we can schedule another student's make up lesson in your time slot and visa verse.

**Lesson Supplies:** Each student will need to purchase and bring the following to each lesson:

1. An acceptable student/intermediate or professional Instrument (toy instruments cannot be used). If you need to purchase or rent and instrument, please discuss this with us. We are very knowledgeable and can direct your purchase of a quality instrument for your student.
2. Music method book(s) – the exact type of book(s) the student will need will be determined by their instructor at the first lesson. These are available at all our locations and can be billed to your auto bill account as needed.
3. Small Metronome & Guitar Tuner- (Guitar Students) available at our Waterford & Avalon Schools

New student information registration

Today's Date: \_\_\_\_\_

Circle Location

Avalon Park

Lake Underhill

E. Colonial

Student's Name: \_\_\_\_\_

Second/third Student's Name (if applicable) \_\_\_\_\_

Parents Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Age: \_\_\_\_\_ Instrument: \_\_\_\_\_

Level : (please circle one) Beginner Intermediate Advanced Years of Lessons taken \_\_\_\_\_

Name of School and Grade \_\_\_\_\_ Birthday \_\_\_\_\_

\*\*\*\*\* How did you hear about our school \_\_\_\_\_

Day and time of Lesson \_\_\_\_\_ Instructors Name \_\_\_\_\_

**Authorization for Auto Bill of Credit/Check/ATM Card for Re-occurring Monthly Lessons and or special programs**

**(Internal Use)**

Monthly Recurring Fee Amount: \_\_\_\_\_ Instructor: \_\_\_\_\_

Virt. Terminal \_\_\_\_\_

2<sup>nd</sup> Lesson/Student Fee Amount: \_\_\_\_\_ Instructor \_\_\_\_\_

ARB Sub. \_\_\_\_\_

3<sup>rd</sup> Lesson/Student Fee Amount \_\_\_\_\_ Instructor \_\_\_\_\_

Paytracker \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_ Pro-rated amount (if partial Month) \$ \_\_\_\_\_

Total Amount Billed today \$ \_\_\_\_\_

Please check one: Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CCV Code \_\_\_\_\_

PR Release, hold harmless form and Credit Card Authorization: Avalon School & Music Center Music

I \_\_\_\_\_ give permission to the Avalon School & Music Center Inc. and its affiliates to photograph, record or video-tape my child(ren) during the course of taking lessons, recitals and other performances that are school sponsored, and to use the photos/video footage for purposes of promotion and archive. I also hold employees/contractors of the Avalon School & Music Center and it's endeavors harmless from liability during the time my child is participating in any of the schools programs.

Further, I have read and agree to policies on the other side of this form as long as I am participating in a program at the Avalon School & Music Center/School of Music . This authority is to remain in full force and effect as long as the student(s) takes lessons or is involved in any special programs . This authorization becomes null and void once written notice is give 30 days in advance of the next billing cycle (by the 1<sup>st</sup> of the month and no later than by the 5<sup>th</sup> day of the month). The card type/number can be changed/updated at anytime before the 15<sup>th</sup> of the month. It is the student/parents responsibility to keep a current and valid card on file at all times while taking lessons with the school. Credit Card rejections are subject to a \$7.50 return item fee at the time of re-presentation.

Authorized, Agreed, and Accepted :

Today's Date: \_\_\_\_\_

Parent /Responsible Party Name (please print clearly)

Parent /Responsible Party Name (signature)