

# The Language and Music School

## Policies & Procedures

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### Lesson Scheduling & Tuition

Your tuition reserves a weekly lesson time, which is held exclusively for you and is not available to other students.

Tuition is due monthly, on the 1st of each month, or another agreed-upon recurring date.

Tuition is not prorated or refunded for missed lessons.

Tuition is a fixed monthly rate, not per lesson. Winter Break, Spring Break, and Summer Break are already built into our annual tuition structure. No payment adjustments or make-up lessons are required for these closures. Our rate is based on an annual average of 45 lessons. Any other closures can be made up. It is the student's responsibility to text the office to schedule make-ups.

If the school cancels a lesson outside of scheduled breaks, a make-up lesson will be offered. No refunds or tuition credits are issued for school-initiated cancellations.

Lessons missed without notice are considered no-shows and are not eligible for make-up lessons.

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### Payment & Billing

A valid credit card is required to be kept on file for automatic billing on the 1st of each month or your agreed monthly billing date.

If a balance remains, we may charge again within the same month to cover it.

To discontinue lessons, please provide at least 30 days' notice before your next billing date. You are welcome to switch schedules, subjects, or instructors at any time, including during the 30 days before your next billing date. Schedule changes are subject to availability and are not guaranteed.

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### Rates & Fees

# The Language and Music School

Registration Fee: \$150

Private Lessons 60 minutes, weekly

Students may choose to take two 30-minute lessons per week at the same monthly rate  
\$325 per month per student

Semi-Private Lessons

60 minutes, weekly, 2 to 4 students

\$190 per month per student

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## Make-Up Lesson Policy

Unlimited make-up lessons are available.

All make-up lessons must be taken within one month of the original lesson date.

For semi-private lessons, all enrolled students must cancel in order for the lesson to qualify for a make-up.

Cancellations must be made by 6pm the day before the lesson to qualify for a make-up.

Same-day cancellations are not eligible for make-up lessons except in cases of sudden illness. In such cases, a signed doctor's note is required for consideration. Please notify us as early as possible. Instructors often reserve this specific time and may make a special trip for the lesson.

Make-up lessons must be completed during active enrollment and within the one-month window. Unused make-ups expire automatically and may not be carried over, transferred, or redeemed after withdrawal.

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## Contacting Teachers

To contact your teacher, please email us at:

languageandmusicschool@gmail.com

Include "Attn: [Teacher's Name]" in the subject line.

Students and families may not contact teachers directly or exchange personal contact information.

All teachers are under a non-compete agreement and may not teach students outside the school during or after enrollment. This policy is enforced to the fullest extent of the law.

# **The Language and Music School**

The school is not responsible for honoring requests or agreements made outside of official school communication channels.

Our teachers and staff are highly trained professionals who have been rigorously screened before being accepted as staff at our school.

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## **Media Consent**

By attending the school, students and families consent to the use of photos and videos taken during lessons for promotional materials, teaching content, and social media.

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## **Legal Fees & Enforcement**

In the event that the school must pursue legal action to enforce these policies, collect unpaid tuition, or defend against claims arising from enrollment, the student or responsible party agrees to be responsible for all reasonable legal fees, court costs, and related expenses incurred by The Language and Music School.

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## **Policy Acceptance & Updates**

The Language and Music School reserves the right to update or modify these policies at any time.

These policies apply to all students upon registration and enrollment. By enrolling, attending lessons, and or submitting payment, students and families acknowledge and agree to these policies. A signature is not required for policy acceptance.

We recommend reviewing our policies regularly.