



311 W Norfolk Ave, Ste 110  
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1-800-648-7559  
1-402-379-5252  
www.midwestmusiccenter.net

# Lesson Rules & Regulations

## **Prior to Sign-Up:**

- Please check for schedule conflicts prior to signing up for lessons.
- Every student/parent must fill out our Lesson Information Contract in order to take lessons. If this is not filled out and returned to Midwest Music Center, we reserve the right to not give lessons.
- Once signed up for lessons, the intended commitment is for the entire term. The length of the term varies slightly from instructor to instructor, but will be communicated to you at the time of sign-up.
- If you are not able to commit to the whole term, you have within two weeks from the first lesson to cancel the remaining lessons. Payment is required if student attended lessons.

## **The Lessons:**

- Private lessons are given one-on-one. Two or more students fitting into one 30-minute lesson is not recommended, but may be authorized by the instructor. If authorized, cost remains the same for EACH student. Option for longer group classes **may** be available.
- Like a college course, students are expected to attend all scheduled lessons, and payment is still required. (For more details in regard to absences, please read the reverse side of this document.)
- All students are expected to be prepared for their lesson. Instructors have permission to shorten lesson time due to the students being unprepared. (practice time, bringing all required class materials, books, etc.)

## **Payments:**

- Payments are all made to Midwest Music Center via check, cash, credit, or debit card.
- A minimum payment of \$40.00 is required at the start of lessons, which covers the first two weeks of lessons.
- Although encouraged, we understand that not everyone is able to pay the entire balance for the term at once. For those who cannot pay off the amount in full, we do expect the student's account balance to be "one ahead" for each week taking lessons. For example, the breakdown of a weekly 30-minute lesson is \$20.00. If the payer prefers to pay the \$20.00 on a week-to-week basis, the \$40.00 paid on the first lesson allows the student to be paid ahead by that one lesson.
- Statements are sent out on a monthly basis. If payments for lessons get behind, the instructor will be informed to not give any more lessons until caught up. You will still be responsible to pay for all scheduled lessons.
- Payment is required for ALL scheduled lessons, including missed lessons. \*See reverse.
- Accounts with outstanding balances will NOT be able to sign up for next term until it has been paid in full. Excessive delay in payment will result in a presentment to collections, which will include late fees. An interest charge of 12% will be placed on your account for any balance owed after 90 days.



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## What happens if I miss a lesson?

This is a common question we receive regarding private lessons. The Midwest Music Center missed lesson policy is as follows:

**The person responsible for paying for lessons is obligated to pay for ALL lessons scheduled for the session/term. If the student does not attend the lesson, the student/family is still responsible to pay for this scheduled lesson and Midwest Music Center's instructors are NOT obligated to make up those missed lessons.**

Midwest Music Center treats each session like a college course. For example, a college student is responsible to attend all classes for each credit hour they pay. There is no refund/discount for missed days during this course period.

### **Unexcused vs. Excused Absences**

- An Excused absence is one where the student or another responsible party notifies Midwest Music Center staff or the instructor directly prior to the start of the missed lesson. **Excused student absences are still expected to be paid for with no expectation of a make-up.**
- Unexcused absences are those in which the student “no-shows”, meaning the store or the instructor was NOT notified in advance of the absence. **Two unexcused absences may result in cancellation of lessons and you will still be responsible for payment for those two lessons.**

### **Adjustments to the Policy:**

- If the student/responsible payer speaks with Midwest Music Center staff at the beginning of the session, prior to entering that student into the billing system, and clearly indicates the days they know they will be gone in advance, those lesson(s) may be omitted from the schedule and billing. However, it is the decision of the instructor whether to allow excessive absences since most instructors' schedules are full and thus will be waiting in the studio with no lesson or payment for that time. For that reason, we allow the instructor the authority to decline accepting a student with too many gaps in the schedule.
- In the case of inclement weather or unforeseen instances when Midwest Music Center or the instructor must cancel, those lessons shall be made up at a later date. Only if the instructor cannot find the time to make it up in their schedules, a credit or refund may be provided to the student's account.

*We are grateful that you have chosen Midwest Music Center for private lessons. This document is for your records. Please understand that these policies are in place due to limited studio space and our high respect for our instructors' valuable time. If you have any questions or concerns regarding these policies, please feel free to contact us by giving us a call at (402) 379-5252 or stop in during store hours!*

*~ Music is the gift that lasts a lifetime! ~*