

Lisa Rae Music Studios, LLC
P.O. Box 142
Crescent, PA 15046-0142
PHONE (412) 638-7598 FAX (412) 766-2689
LisaRaeVaughan@yahoo.com



CLASS POLICY & PROCEDURE INFORMATION

Visit us at: www.LisaRaeMusic.Com

We all know music takes time... and commitment. Our students are reminded that they are paying for the reserved class time, not the actual class and therefore, how they use – or don't use – the time is their decision. ***Classes begin and end as scheduled so please plan to arrive on time.***

ENROLLMENT / SCHEDULING....

Register online at www.LisaRaeMusic.Com, or download registration forms and submit with payment. Registration and balance due will be confirmed via email, phone, or US Mail. LRMS reserves the right to adjust package selections, limit scheduling options, or decline a student at its discretion.

Private music lessons run continuously throughout the year; students may enroll at anytime. Group classes begin on or about an advertised date; students may enroll up to the 3rd week. Place in class or a specific lesson time cannot be "held" except with payment; enrollment is processed in the order received (e.g. "first come, first serve"). A class with fewer than the minimum registered students or without an instrument specific instructor may be canceled and a full refund issued.

Lisa Rae Music Studios, LLC make every effort to accommodate a student's schedule and will alter the class day / time / location and even class instructor when requested. Most classes meet weekly. **Alternative scheduling (bi-weekly, "flex", etc) is subject to availability.**

Full tuition refunds are available (minus a \$25 service fee plus any books & materials supplied and classes taken) provided the studio is notified of **withdrawal no later than 48 hours after the start date of the 1st class** (incl. private lessons). No refunds of money or a decrease in package time are available beyond 48 hours of the 1st class. A student leaving prematurely forfeits any class or payment credits and **will be billed for outstanding balances due including future budget payments**. Credit toward future classes is issued **only** in exceptional circumstances.

If a student leaves the music program for an extended and has been a student in good standing with no outstanding balances due, he/she may reapply for classes. A student maybe re-assigned to a new class or placed on a waiting list.

CANCELATION / MAKEUP...

Please refer to the class package description for details regarding the total class hours, allowable makeup time (if any) and the maximum time in which to complete the lesson hours. Underutilized lesson hours cannot be carried over. Subject to availability and prior LRMS approval, a student may utilize lesson hours or makeup time with any instructor, on any instrument, and at any location. Makeup lesson times are posted to the www.LisaRaeMusic.Com CALENDAR page.

To cancel a scheduled class, please contact

The Lisa Rae Music Studios, LLC directly via phone / text messaging / email

With a minimum of a full 24 hours of prior notification regardless of circumstance (Incl. illness, sports, social activities, work, school, medical, child & pet care, transportation, weather or forgetfulness)

PAYMENTS...

Unless specific arrangements have been made in advance, **full payment and / or first budget payment is due no later than 5 days prior to the start of classes**. Payments received in excess of 15 days from the invoice date are subject to a late payment fee of \$10 for overdue balances less than \$150; \$20 for balances in excess of \$150.

The postmark date, **not the date written on a check** determines the date on which a payment was received. A \$25 charge will be placed against all personal U.S. checks that cannot be cashed or deposited for lack of funds. We cannot accept out-of-state or postdated checks. Please do not bring payment to the class. Cash or money order is strongly recommended; receipt available. Currently, we do not take credit cards.

CHECKS: PAYABLE TO **Lisa Rae Vaughan**. Send thru U.S. Mail to Accounts Dept., Lisa Rae Music Studios, LLC

Electronic Payments: Email PAYPAL payments drawn on:

CREDIT CARD (multiply by 1.03 to cover credit card surcharge) to PianoTeachersPlus@yahoo.com

CHECKING ACCOUNT ONLY to LisaRaeVaughan@yahoo.com

Scholarship & 3rd party Funding - The student accepts full financial responsibility for overdue or insufficient payments supplied thru an outside agency.

The student accepts full financial responsibility for class hours in excess of the total allowed per package.

MATERIALS / BOOKS / ADDITIONAL FEES ...

Recital & competition fees, supplemental seminars, and instructor travel charges to the home are in addition to the class price. The student is responsible for the purchase price of books and materials used in the classes or procured on behalf of the student and not included in the package pricing. Pre-existing or supplemental books may be used if appropriate to the student's level of proficiency. These charges are billed separately from the package pricing and due upon receipt.

Class Fee Increase: Incremental and as needed.

Recitals: While participation is encouraged, an invitation to perform is limited to well-prepared students currently enrolled in classes. Additional rehearsal, supplemental seminars, and recital fees may be required.

LEGAL HOLIDAYS / INSTRUCTOR ABSENCE / FACILITY CLOSURE / INCLEMENT WEATHER ...

No scheduled classes are conducted on: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas. The student is not charged for classes cancelled by the instructor or resulting from an emergency closure of the facility. During an instructor absence, an equally qualified substitute may conduct the classes. Alternatively, the studio will recommend another instructor, location, day / time. Canceling classes due to **Inclement Weather (snow, rain, etc)** is left to the discretion of the individual instructor and is **unrelated to community school closings**.

Weather related and emergency closures are announced at www.WPXI.Com and WPXI (Channel 11) TV. Time permitting, students will be notified via email in the event of a canceled class and updates posted to the www.LisaRaeMusic.Com CALENDAR page.

CHILD SUPERVISION...

Children must be supervised by an adult (other than the instructor) at all times and remain in the designated areas. Parents of children under 18 years and those with special needs are **strongly** urged to be present during lessons.

Students are expected to act in a well-behaved and attentive manner. Non-enrolled siblings and friends are permitted to visit a class provided they are **non-disruptive**. Students who fail to be respectful towards their instrument, books or instructor or neglect to bring their instruments and books to the class will be asked to leave.

A parent or caregiver (not the instructor) is responsible for the cleanup and care of their child in the event of sudden illness, toilet training issues, etc. Please do not bring your child to class when he or she is sick; they should be fever free for at least 24-hours. Bringing personal hand sanitizing lotion and instrument wipes is encouraged.

HOME STUDY / ALTERNATE LOCATION

Instruction may be provided at a student's home or alternate location subject to the following stipulations:

Minimum of one (1) hour lesson required and available only for select areas & times; **per lesson travel charges apply**.

A competent and responsible adult (18 years) must remain on location at all times; otherwise, the lesson will be terminated. No makeup lessons or payment credits will be offered should the instructor arrive and the student and/or designated responsible adult fail to be present or departs.

A quiet, low-traffic, communal space must be made available for the lesson. Living / dining / family rooms or offices / home schoolrooms are acceptable; bedrooms, isolated attics, and other closed-door areas are not.

Concern for the safety and well being of the instructor must be maintained through convenient & secure parking areas; lighted porches, walkways, & entrance halls; leashed animals; debris free and snow shoveled passageways.



PHOTO and VIDEO RELEASE...

As participants in the Music Together Program, Private Lesson Program, or Group Class Programs, parents and guardians authorize Lisa Rae Music Studios, LLC to take photographs and video recordings of their child, themselves, or both. Permission is granted to use printed, audio, or video formats for advertising and educational purposes. The photographs, video recordings, and interviews may be edited at the sole discretion of Lisa Rae Music Studios, LLC. The parent and / or guardian expressly releases Music Together, Lisa Rae Music Studios, LLC, its agents and employees from all claims which they have or may have. These claims include, but are not limited to invasion of privacy, defamation, or any other cause of action arising out of exhibition or distribution of any materials in which they or their child appear.

I understand that there is no financial or other remuneration for photographing, video taping, audio taping, or interviewing me, either for initial or subsequent transmission or playback.

I also understand that Lisa Rae Music Studios, LLC is not responsible for any expense or liability incurred as a result of my participation in these recordings including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understood the foregoing statement, am competent to execute this agreement, and am the parent or guardian of the named student enrolled in music classes of the Lisa Rae Music Studios, LLC

If you do NOT authorize the use of photographs and / or video recordings, please notify the Lisa Rae Music Studios, LLC in writing.