

Separk Music Studios

2011/2012 School Year Dates

September 12, 2011 - Fall Semester lessons begin
November 21-26, 2011 - Thanksgiving/make-up week
December 10, 2011 - Winter Recital at 5:30 p.m.
December 19, 2011- January 1, 2012 - Winter Break
January 2, 2012 - Lessons resume
January 21, 2012 - Last day of Fall Semester lessons
January 30, 2012 - Spring Semester lessons begin
April 2- April 7, 2012 - Spring Break/make-up week
May 26, 2012 - Last day of Spring Semester lessons
May 26, 2012 - Spring Recital at 5:30 p.m.
May 30, 2012 - First day of Summer Session lessons

Please read the following information carefully, particularly the section on our missed lesson policy. Your signature on the back of this form assumes acceptance to all policies and procedures that Separk Music holds regarding the lesson studios. Please contact Separk Music if you have any questions concerning the following information.

Term of Study

In the fall and spring semesters, which roughly coincide with the school year, you will have one lesson a week for sixteen weeks. The time and day agreed upon at the beginning of the semester will be your regular lesson time.

Tuition and Fees

The following payment options are available during both the fall and spring semesters. The prices include 16 weekly lessons and the opportunity to perform in the studio recital at the end of the semester.

A \$25 registration fee will be required of all students once per school year. For families who enroll multiple students, a combined \$35 registration fee will be charged.

Half Hour Lessons

Single Payment.....\$375
Monthly Payments.....four installments of \$100

45 Minute Lessons

Single Payment.....\$562
Monthly Payments.....four installments of \$150

One Hour Lessons

Single Payment.....\$750
Monthly Payments.....four installments of \$200

For those who chose to pay monthly, payments will be automatically billed via credit card on the first of the month (September through December for the fall semester and February through May in the spring).

The initial payment, regardless of the plan you choose, must be made before the first lesson can be scheduled. All fees are non-refundable.

Attendance

Students/parents are asked to give the studio coordinator at least one week's notice of all cancellations. Every effort will be made to reschedule lessons canceled a week or more in advance, however it cannot be guaranteed. Each student will be given a make-up lesson coupon at the beginning of the fall and spring semesters. It may be applied toward any single lesson canceled less than 24 hours in advance due to a scheduling conflict, illness, transportation issues, etc. The make-up lesson must be completed before the end of the semester or the lesson will be forfeited. The coupon must be presented to the studio coordinator at the time of the make-up lesson. Refunds are not offered for missed lessons.

If a teacher cancels a lesson, a make-up will be scheduled at a mutually convenient time.

The scheduling of all lessons will be done through the studio coordinator. It is the student's (or guardian's) responsibility to give the studio coordinator sufficient notice of any conflicts with their lesson schedule.

Lesson studios will operate on all holidays unless otherwise noted in the schedule printed above.

Please do not assume that lessons are canceled for inclement weather. If lessons are canceled, you will receive a phone call. If lessons are not canceled, but you feel that you cannot travel safely, please call Separk Music. The lesson will be rescheduled during the make-up week at the end of the semester.

Decorum

Students under 16 should be accompanied by a parent to their lesson. A waiting area is provided for parents. Students and their siblings are asked to refrain from running, yelling, and being disruptive while at Separk Music. We ask that students and their siblings remain in the waiting area until their lesson time. Children may come down to the sales floor if they have a parent or guardian with them to supervise.

We ask that students silence their cell phones during lessons as to respect their teacher's time.

Lesson Materials

Students are expected to bring all necessary materials, including any books, instruments, and accessories with them to each lesson. Separk Music can not lend supplies from the sales floor to students for their lessons.

Recitals

A studio recital is scheduled at the end of each semester. Student participation is optional, but strongly encouraged. Please tell your teachers if you are interested in participating so that they can help you adequately prepare for the concert.

"I, _____, have received a copy of the student handbook and agree to abide by all of Separk Music's policies and procedures."

Student/Parent Signature _____ **Date** _____

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