

# QUATTRO STUDIO POLICIES

## Payment

### PAYMENT

- Students must register for 15 weeks of lessons in the Fall semester (Semester I) and the Spring semester (Semester II). Only lessons beginning after the first two weeks of the semester or mid semester enrollments will be prorated. Teachers will NOT prorate for any unexcused missed lessons. **Students withdrawing from lessons after the 6th week of lessons will not receive a refund and will be billed for the full semester tuition.**
  
- Payments must be made on time. The tuition amount is due no later than the dates listed below. There will be a \$10.00 late fee after the due date. If the tuition is not paid by the 4<sup>th</sup> lesson, the lessons will not resume until the account is brought up to date. If arrangements have not been made in writing by the 5<sup>th</sup> lesson, the student's lesson time will be forfeited. Please do not wait until your lesson day after the due date to pay.
  
- **OPTIONS FOR PAYMENT:**
  - 1.) **IN FULL** - DUE THE FIRST WEEK OF LESSONS.
  
  - 2.) **TWO INSTALLMENTS** - FIRST PAYMENT DUE THE FIRST WEEK OF LESSONS, SECOND PAYMENT DUE MID SEMESTER
  
  - 3.) **MONTHLY INSTALLMENTS** - DUE THE 15TH OF EACH MONTH

Payments not received by the agreed date will also be subjected to a \$10.00 late fee.

A fee of \$30.00 will be charged for any returned checks.

**\*\*\*\*Please make checks payable to QUATTRO STRING ACADEMY, INC.\*\*\*\***

### For customers of **CHASE BANK**:

You may use CHASE QUICK PAY feature by sending your payments to this email address: ***isobassbike@gmail.com***

# QUATTRO STUDIO POLICIES

## Attendance

### ATTENDANCE

- Students are expected to come to their lessons and group classes prepared, with all materials and on time. Unexpected circumstances can arise occasionally. Please contact the specific teacher by cell phone. Teachers will wait 15 minutes after the start of the lesson time. After that, the teachers will not be expected to be present at the studio. Missed lesson times will not be made up. If a teacher is late, all times will be made up.
- **If the student is participating in after school activities, please look ahead to those events before the first lesson to avoid any scheduling difficulties. Most teachers will not be able to change lesson times mid semester.**
- In case of cancellation, a 24 hour notice must be given in advance, otherwise the lesson will not be excused. Please call or contact your teacher no later than 10:00pm the night before the lesson time. A lesson may be rescheduled at the discretion of the teacher. Please discuss matters with the appropriate teacher. Only last minute cancellations due to illnesses, accidents or severe emergencies will be excused. If you have an unexcused absence, the teacher is NOT required to make up the missed lesson. *The lesson will not be reimbursed.*
- **Only ONE EXCUSED LESSON will be required to be made up per semester no matter what the circumstances.** If there are extenuating circumstances (i.e. breaking an arm or finger) or prolonged illness, options will be discussed. If time does not permit make up lessons, the remaining fee will be credited to the next semesters tuition. *There will be no refunds.*
- If a teacher cancels a lesson, they are required to make up that lesson. Every effort will be made to schedule a make up lesson, but if one cannot be scheduled, that lesson fee will be credited to the next semesters tuition. An update of credits will be sent periodically via email.
- ***The lesson time is reserved for you, the student. This is YOUR lesson time.*** Please try to schedule doctor, dental, hair or other kinds of appointments on another day that does not conflict with your lesson time. *These will be unexcused and will NOT be made up or reimbursed.*

# QUATTRO STUDIO POLICIES

## Private Lessons

### PRIVATE LESSONS

- For children 4 through 11 years old, a parent, preferably the “practice parent”, will be required to stay with the student in the lesson and take notes. Even if you don’t know anything about music, following the teachers instructions and guiding the child through the practice will greatly enhance and help the student get on a good path. Parents have a huge role in the success of the student.
- Practicing is also required and daily practice is essential. Learning a musical instrument is a CORE activity and must be given daily practice and thoughtful repetition. Please try to find a time that works in your daily schedule. A little bit everyday is better than nothing at all and then waiting to cram it in all at once before the lesson. It’s like a sport we need to teach our brains and our muscle memory. Please make time to practice.
- **“Practice only on the days you eat.”** Practice ALL of what is assigned. Do not pick and choose, it is not an optional pick and choose list. Make it a fun a regular part of your day. Lessons are reciprocal. When students practice, teachers can do more for the student.
- Quattro String Academy reserves the right to dismiss any student for the following reasons:  
**A lack of practice and commitment, persistent tardiness or missed lessons, lack of participation in performances.**
- If you have any concerns, problems or issues, please speak with your teacher first. Remember, teachers want what’s best for your child, so please feel free to communicate openly with them. The teachers of Quattro String Academy are there to help in whatever way we can.
- **BY SIGNING UP FOR LESSONS, IT IS UNDERSTOOD THAT REGULAR PRACTICE IS EXPECTED.**
- **Please help your child find a good, productive time to practice.  
*Practicing directly correlates with your child’s musical progress!!!***