Medfield Makes Music

Policy and Rates
Effective 9/6/2011
medfieldmakesmusic.com 508-359-9661

Enrollment:
- Prospective students may take one lesson before committing to weekly lessons. After which, the signed policy, deposit and payment for the first pay period are due to secure your time slot.

Scheduling:
- Students must commit to weekly lessons at a specific time.
- Requests to reschedule a lesson must be made at least one week prior. The rescheduled time must be within 2 weeks of the original scheduled time.
- Requests for an ongoing/permanent change to the schedule must be made at least one month prior.
- MMM cannot guarantee that requests to reschedule or change your ongoing time slot can be honored, in which case our cancellation policy will apply.
- MMM may hire a qualified substitute teacher to cover lessons when conflicts are anticipated.

Payment Schedule:
-Payment is due at the first week of each pay period listed below:

Jan/Feb, March/April, May/June
July/August, Sept/Oct, Nov/Dec

Rates:

30 minute lessons	$28 each
45 minute lessons	$42 each
60 minute lessons	$56 each
Late payment fee	$10 per month
Bounced check fee	$6 per check
Materials/Admin fee	$18 per annum
Deposit:	
30-min lessons	$112
45-min lessons	$168
60-min lessons	$224

Cancellation Policy:
- No refunds will be given for late cancellations (under 24 hr. notice), repeated cancellations (more than one per pay period) or any forgotten lessons.
- There will be no charge for any lessons your teacher cancels and cannot reschedule. MMM will refund or apply the amount towards your next bill.

Discontinuation Policy:
- Enrollment is automatic and ongoing for each upcoming pay period in its entirety unless MMM is otherwise notified.
- Notification to discontinue must be received in writing via email at least one month prior to the anticipated stop date and before the pay period begins.
- If notice is given after a pay period starts financial commitment will extend to the end of that pay period.

Holidays, Snow Days, Vacations:
- There will be no charge for missed lessons during a declared weather emergency. Public school closings do not effect MMM's decision to close.
- MMM is closed on New Year's Day, Memorial Day, 4th of July, Labor Day, and Thanksgiving Day. Students celebrating Passover, Easter, Rosh Hashanah, Christmas Eve and Day may also cancel lessons on those days without charge or penalty.
- MMM is not connected to any of the local schools and doesn't follow any of their varying vacation schedules.
- Please note, MMM's policies remain the same during the summer school vacation season. (July/August pay period)

Parents please note: If you do not feel that your child is old enough to enter and leave the building on his own, please escort your child to and from his lesson each week.

Sign below and return to MMM to verify that you have received and read and understand MMM's policies.

Student's Name(s): _____

Adult's Signature: _____

Date:_____

Please note that this is a statement of policy and not a contractual agreement. MMM collects signed policies to be sure that we have communicated to all students. Contact loriperkins@medfieldmakesmusic.com if you have any questions or concerns.