

**Fees:**

**Registration:** A non-refundable and non-returnable annual fee of \$25 per student is required and paid at the time of registration.

**Performance:** Fees vary and are available with performance enrollments. Fees shall be pre-paid with scheduled credit card payment or bank account debit.

**Payment of Fees:**

**Tuition must be pre-paid by recurring credit card payment or bank account debits.** Monthly tuition for August, 2009 to July, 2010 shall be charged to the credit card on file on the 1<sup>st</sup> day of each month or shall be debited from the checking account on file on the 1<sup>st</sup> day of each month. The individual paying for the tuition must sign the Automatic Payment Consent Form. For students enrolling after August 1, 2009, tuition payments will be “pro-rated” based upon the start date of lessons / classes. For all declined credit card charges, a \$5 processing fee per transaction will apply. For all NSF or returned checks, a \$30 fee will be charged per check. **Customers who do not use KMD recurring (or automatic) tuition payment method must prepay tuition for 6 months.**

Paid tuition for a lesson cannot be credited to or applied to any other lesson. For example, if a student misses a scheduled lesson for any reason, the tuition for that lesson cannot be credited to or applied to a future lesson.

**Withdrawal:**

**There is a two-month minimum for all lessons. One-Month Notice by the First of the Month** is required to discontinue any lessons. For example, if the parent notifies KMD office by February 1<sup>st</sup> about the student’s withdrawal, then February becomes the last month of lessons. Withdrawal must be done with the school office and not with the teacher. To withdraw from lessons, a parent or an adult student must:

1. Inform school administration, and
2. Complete and sign a withdrawal form provided by KMD office.

All credit card charges or banking debits will stop after the one-month notice period. KMD reserves the right to terminate lessons / classes to any student without notice. In such a case, a refund for unused lessons will be given.

**Refunds:**

**Neither credits nor refunds are issued should a student miss any lessons / classes.**

**Student Absences and Make-up Lessons:**

**Two lessons / classes during the 2009-2010 Calendar may be made up for any reason, provided KMD Office receives 24 hours notice for the absences, the only exception being an emergency situation.** Makeup **PRIVATE MUSIC LESSONS** are based upon teacher availability during the calendar year.

Parents / adult students must email KMD at [info@kehoestudio.com](mailto:info@kehoestudio.com) to schedule a makeup music lesson. Please do not notify the teacher of an absence since the teachers do not handle scheduling or other administrative tasks. KMD Office will notify the teacher of student absences. Again, all scheduling correspondence must be sent to [info@kehoestudio.com](mailto:info@kehoestudio.com)

All makeup **CLASSES** (i.e. dance) will be offered during designated “makeup” weeks (see calendar).

**Extreme Weather or Unexpected Interruption of Lessons:**

If KMD must cancel lessons / classes due to extreme weather or events beyond our control such as power outages, KMD will notify students about the cancellation. Make-up lessons will be offered during the months of July and August for lessons canceled due to weather or any other events beyond the control of KMD. No refunds or credits for lessons missed due to these reasons will be given.

**Substitution:**

KMD reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to attend a lesson. If KMD cannot arrange for a substitute, any missed lessons / classes will be made up.

**Care of Students:**

**KMD is not responsible for providing before or after class care for students.** Parents with students under the age of 5 are asked to remain in the building during the lessons. Students are not to be left at KMD for excessive time before or after lessons.

**Parent’s Responsibility to be Aware of Dates and Events:**

It is the responsibility of the parent or adult student to be aware of KMD events such as recitals, pre-registrations and the dates KMD is open and closed. KMD will send email reminders. It is the responsibility of the parent or adult student to inform the school of any address, email or telephone number change.

**Injuries:**

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on KMD property resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time.

**Photo Release:**

KMD is hereby granted permission to take photographs or videos of the students to use in brochures, websites, posters, advertisements, DVD’s and other promotional materials KMD creates. Permission is also hereby granted for KMD to copyright such photographs in its name.

**Equipment**

Each student enrolled in private piano lessons is required to practice daily on a well-tuned piano or acceptable digital piano. An electronic keyboard is not a suitable substitute for productive piano study. Development of technique, tone, color, pedal, and general artistry can only be achieved through the use of an appropriate instrument. In addition, the pupil must have a metronome, which is available for purchase at KMD. Instructors will advise their students as to the most appropriate instrument for music study in their area. **Instrumental students, including keyboard, guitar & violin, must bring their instrument to each lesson.**

**Private Lesson Attendance & Practice**

Regular attendance is necessary to develop skills, build confidence, and maintain a positive attitude. Students are expected to come to their lessons prepared. Successful and rewarding music study depends on consistent quality daily practice. To help develop self-discipline and good work habits, it is suggested that a regular time for practice be set aside each day. **Students are expected to practice their assignment daily as directed by the teacher.**