



Dear Students and Parents,

Thank you for supporting Marchwood Music! Please review the following policies and feel free to contact me with any questions.

**Tuition** – Tuition is paid on a monthly cycle. The tuition is due at the beginning of the month. Rates for tuition will be depend on which program the student is enrolled in. Cash or checks made payable to Marchwood Music are accepted. Please place them in an envelope in the gray payment box on the wall behind the front desk.

**\*\*\* We also now accept credit cards as a form of payment.**

**Weekly Lesson Commitments** - All students are encouraged to take weekly lessons in order to achieve greater success with their musical development. Students taking private lessons have a weekly time reserved for them. If a student needs to cancel a lesson, he/she is still responsible for paying for that weekly time reserved. The cancellation and makeup policies are listed below.

**Cancellation Policy** - In the event that a student needs to cancel his/her regularly scheduled lesson, a 24 hour notice needs to be given to be eligible for a makeup lesson. 24 hour notice can be given either by an email to [info@marchwoodmusic.com](mailto:info@marchwoodmusic.com) or by voice mail at Marchwood Music (610-363-6520). In the event of a last minute cancellation, please contact Rick on his cell phone at 610-405-6672.

**Makeup Lessons** - If a student cancels a lesson and is eligible for a makeup, it is the student's responsibility to contact Marchwood Music to schedule that makeup lesson by phone (610-363-6520) or email to [info@marchwoodmusic.com](mailto:info@marchwoodmusic.com). Makeup lessons do not have to be done within the same week as the cancelled lesson. Students also can use a group class as a makeup option for their cancelled lesson. Depending on the instructor's schedule, time can be added on to the regular lesson time, or a separate lesson can be scheduled. Please be aware that makeup lessons cannot be applied as credit towards upcoming tuition due and cannot be used in place of payment. We make every effort to be flexible with scheduling makeup lessons given the tight schedules we all keep.

Group lessons can be made up as per the established group lesson schedule.

If there is a circumstance where an instructor needs to cancel a lesson and cannot reschedule a convenient makeup time, the student will not be charged for the missed lesson.

**Lesson Termination** – At some point there will be a time when the student will need to take a break from his or her lessons. We request that you provide your instructor and the studio the courtesy of at least 2 weeks' notice. This will give the instructor and student time to transition to their final lesson, and helps the studio prepare that time slot for another student.

Again, thank you very much for giving Marchwood Music the opportunity to participate in your development as a musician.

Sincerely,  
Rick Snow

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I have read and agree to these policies:

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*Name*

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*Date*