



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 and is due the first lesson of each month. Rates for tuition will be depend on the instructor and which program the student is enrolled in. We offer automatic payments that are paid at the beginning of each month. Cash or checks made payable to Marchwood Music are accepted. Please place them in an envelope in the gray payment box on the side of the front desk. If paying with cash, please write the students name on the envelope.

**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 consistent weekly time reserved for them.

**Cancellation Policy** - In the event that a student needs to cancel his/her regularly scheduled lesson, we request as much notice as possible. If you cannot attend your scheduled private lesson, please send an email to [info@marchwoodmusic.com](mailto:info@marchwoodmusic.com) or leave a voicemail at the studio number: 610-363-6520

**Makeup Lessons** – There will be makeup private lessons for the following conditions. The student’s lesson occurs on a day that is a National Holiday and the studio is closed. Private lessons will also be rescheduled should an instructor need to cancel the scheduled lesson. If a student cancels a private lesson, they will be encouraged to attend the group class held on the last Thursday of each month from 7:00PM - 7:45PM. There will not be private lessons rescheduled for lessons cancelled by students.

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 studio cancellation.

### **2020 Holiday Calendar when we will be closed**

New Year’s Day – Jan 1, 2020  
Memorial Day – May 25, 2020  
Independence Day - July 4, 2020  
Labor Day - Sept. 7, 2020  
Christmas Eve - Dec. 24, 2020  
Christmas Day - Dec. 25, 2020  
New Year’s Eve - Dec. 31, 2020

**Lesson Termination** – At some point there will be a time when the student will need to take a break from his or her lessons. If a student is enrolled in private lessons, we require a **1 month notification** that the private lessons will be ending. 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. If a student is enrolled in group classes, we request two weeks of notice as well.

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*

\_\_\_\_\_  
*Date*