

Greene Music Education Center

PRIVATE & GROUP POLICIES

EFFECTIVE SEPTEMBER 1st 2017

Monthly Private Lesson Tuition:

Full-Time Student

One weekly 30 minute lesson = \$144.17 a month

One weekly 45 minute lesson = \$203.17 a month

One weekly 60 minute lesson = \$268.33 a month

Part-Time Student:

(Not all teachers may be willing to teach part time private students)

\$120 for three 30 minute lessons a month

\$165 for three 45 minute lessons a month

\$216 for three 60 minute lessons a month

OR

\$80 for two 30 minute lessons a month

\$110 for two 45 minute lessons a month

\$144 for two 60 minute lessons a month

TUITION: Private students sign up for one-year periods and the tuition is divided into equal monthly payments.

PERSONAL TIME OFF: Full Time students may schedule up to 6 lessons of personal time off (during the September - August school year). Part Time students may schedule up to 3 lessons of personal time off (during the September - August school year). All students must email their teacher with at least 2-lesson notice stating the dates they will be absent and then the credit will be applied starting on the third lesson. If the student notifies the teacher on the day of their lesson, that same lesson will be counted as the first lesson notice. Approved absences will be issued a credit in the next billing cycle. Students enrolled for less than the full 12 month school year may schedule a proportional amount of time off.

EXTRA LESSONS: Current students have the option of taking extra lessons depending on the availability of the teacher and a room. These lessons must be paid prior to, or at the time of the scheduled lesson. No late payments are allowed. The cost of these lessons is: \$38 for 30 minutes, \$53 for 45 minutes, and \$70 for 60 minutes. Payments may be made by check or charged to a credit card on file. Cash payments will not be accepted. Students must give 48 hours' notice for a cancelled extra lesson to receive a refund for that lesson.

Monthly Group Tuition:

\$110 per Student

\$100 for Music Wonderland

TUITION: Group students are signed up for one-year periods and the tuition is divided into equal monthly payments. The tuition you pay reserves a place for you in an on-going weekly group class; therefore, there is no reduction in tuition for missed classes. We encourage family participation and extend a discount of \$4.00 per group student for two or more family members taking classes concurrently.

ATTENDANCE: A parent or family member is required to attend the Junior Music Courses with his or her child. This supports home practice and creates a sharing attitude which greatly enhances the child's musical experience.

PERSONAL TIME OFF: Group students are allowed to schedule extended time off from class. Extended leave is three or more classes of consecutive time off. Those who wish to take extended time off must email their teacher with at least 2-class notice stating the dates they will be absent and then the credit will be applied starting on the third class. If the student notifies the teacher on the day of their class, that same class will be counted as the first class notice. When the teachers approve the request, a credit for ½ the month's tuition will be applied in the months of the absence. During those months it is necessary to maintain monthly payments, and to correspond with the teacher to receive assignments and keep up with the class progress. When the student returns, extra private lessons may be required to catch up to the class at the discretion of the teacher. Only one extended leave of absence is allowed per year.

RE-ENROLLMENT FEE: Students who have dropped out of the program and later wish to re-enroll in classes must pay a \$50 enrollment fee and may need to take private lessons to get caught up to the class. The amount and length of these private lessons will be at the teacher's discretion.

RELEASE: I understand that my child may be photographed or videotaped while at the studio or in performance and understand that these pictures and videos may be used in flyers, advertisements, or on the website.
I give Greene Music and/or Yamaha Music School full permission to use them.

Greene Music Education Center

PRIVATE & GROUP POLICIES

EFFECTIVE SEPTEMBER 1ST 2017

TUITION: All payments for lessons and classes are to be paid on or before the 10th of the month. For new classes, the first and last month's tuition will be prorated based on the number of scheduled classes in that month. We request that tuition payments be made by signing the attached form and authorizing an automatic credit card or bank ACH payment. Alternately, payments can be made on our on-line system (see right side for details). Cash payments will not be accepted. Any check payments must be mailed to Greene Music at 9466 Black Mountain Road, Suite 110 San Diego, CA 92126 and the check should identify the student and the teacher. These checks must be mailed in time to meet the payment deadlines. Checks may also be dropped in the lock-box at the school location. Please do not give any checks to the teachers. A \$25.00 handling fee will be added to all returned checks. Tuition is non-refundable.

LATE FEES: There will be a \$15 late fee for any payment that is received after the 10th of the month. If the payment remains unpaid for 2 or more consecutive months, an additional \$15 fee will be charged each month. Late fees will be waived for students who have authorized their participation in the automatic monthly payment plan (signature is required on the attached form). Students who become two or more months behind on their payment, or students who are consistently late on their payment, will be suspended from all lessons and classes until they have paid the entire overdue balance and they are required to be set up on auto pay for future monthly payments.

ENROLLMENT: New enrollments are required to pay the first month's tuition plus a 2-lesson deposit toward the final month's tuition. Part Time private students will only be charged a 1-lesson deposit. The first month's tuition is based on the number of classes multiplied by the individual class charge. There is a \$50 enrollment fee; however, this fee is waived for students who are new enrollees and have not attended any Greene Music classes or lessons before. This fee must be paid with a check or credit card along with the first month's tuition. Cash payments will not be accepted.

TRANSFER FEE: There is a \$25 transfer fee. This fee is for students who are enrolled in a class and who wish to switch to another class or students enrolled in private lessons and wish to switch to another teacher. This fee must be paid with a check or credit card at the next billing cycle. Cash payments will not be accepted.

RECITAL FEE: There is a \$20 charge per recital. This charge will be added to the account of each student who attended the recital. This charge is waived for adult students. The recital is still considered a scheduled class time and is charged the regular class rate. This tuition covers the teacher's time. The recital fee covers our other costs in being able to provide the recital (use of the hall, transport of the instruments, etc.)

ONLINE PAYMENTS: You can log in at any time to your online account to make a payment or to update your credit card and account information. The link for the online site is www.greenemusiceducation.com/payment. The email address which you supplied at your initial enrollment is your login name. Click the forgotten password link and the system will email you a generic password which you can reset when you log in. You do not need to create a new account. If you cannot access your account or need to update your email address, email or call education@greenemusic.org or [\(858\) 621-3351](tel:(858)621-3351)

SCHEDULING: Students are enrolled for 1 year periods from September to August. The school is dedicated to providing a teacher, classroom, and equipment for scheduled lessons. Also teachers must spend time in preparing for these lessons. Notification from students wishing to take personal time off must be emailed to the teacher two lessons prior to the lesson you will be absent. If a student is absent without notification for one month or more, he/she will be withdrawn from class by the teacher. If a class or lesson cannot be fulfilled due to a teacher or YMS conflict, an attempt will be made to reschedule the class. If that option is not available, the school will issue a credit to the students for that class or lesson. This credit will be applied to the next tuition cycle to be billed. *Greene Music Education reserves the right to withdraw any students from their current class or private lesson either permanently or temporarily if the student's behavior is hindering other students, or if the school manager and teacher decide the program is not beneficial to the student.*

MAKE-UP LESSONS: The teachers and the Greene Music Education Center are not required to provide make-up lessons in the event of a student cancellation. This is left up to the discretion and availability of the teacher and are not guaranteed.

MATERIALS: All books and school materials must be paid on or before the day they are received. Students and parents are required to pay for all materials before leaving the school premises. These payments may be paid by a check or can be charged to their credit card on file. **Remember to bring the required materials to class and to be on time!**

WITHDRAWAL: To withdraw from our program, we require a written or email notice two scheduled lessons in advance of withdrawal. Part time students only need to give notice one scheduled lesson in advance. Emails should be sent to your teacher with a cc to education@greenemusic.org The final month's tuition will be calculated based on the number of lessons at the individual lesson rate.

COURTESY: Please set all cell phones to silent while in any classes or lessons and refrain from talking while the class is in session. **Only enrolled students and/or their parents may attend the class sessions.** In order to maintain an orderly and effective classroom atmosphere, no additional family members are allowed. Guests may be invited by permission of the teacher only. Parents, please instruct your child to remain in the education building until you pick him/her up. Greene Music Education Center is not responsible for unattended children leaving the building.

STUDIO LOCATION:

Yamaha Music School – 9466 Black Mountain Road, Suite 110, San Diego, CA 92126
(858) 848-KEYS - (858) 848-5397 • www.greenemusiceducation.com
Kathryn (858) 621-3351 • education@greenemusic.org

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