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POLICIES & PROCEDURES (updated February 2023)

Thank you for choosing Harmanny Music Education! In order to ensure that you receive the most effective and creative teaching environment possible, we have established the following policies and procedures.

Attendance

Regular attendance is expected and encouraged in order to gain maximum benefit from music instruction. If you know ahead of time you will miss a lesson, please email Harmannymusiceducation@gmail.com or text (210)-527-7955 to cancel the lesson.

If a lesson is missed, a video assignment will be given for that week or, if it fits in the instructor and students' schedules, a makeup lesson may be scheduled. *No credits or refunds are given for missed lessons.* Students who are late for their lesson will only be given the remainder of their time. **Please be on time for your own benefit.**

Student Responsibilities and Commitment

Books and Materials: Books and materials are included in your monthly installments. It is the student's responsibility to bring materials to lessons each week. If a student does not bring his or her books/ materials, an ideal lesson experience cannot be guaranteed; however, every effort will be made to provide an effective experience. Instructor reserves the right to refuse to give a lesson if a student does not bring his or her materials to the lesson. *No refunds will be given.* If a student loses a book or other materials, the student (or parent/guardian) will be responsible for replacing the item(s) at their own expense.

Practicing: Students are expected to include frequent trips to his/her instrument as part of the rhythm of life. **The lesson itself is only part of the process of learning.** Your instructor will help you build good practice habits so you know how to practice. How you practice and the frequency of practicing are more important than how much time you spend practicing.

Muzie

All students (and parents) will be encouraged to create a login for the Muzie site . This contains your lesson schedule, practice assignments, communication portal and more. If you have questions, please ask your instructor.

Tuition

Tuition is an all-inclusive cost that includes:

- Weekly private lessons
- Studio Events
- Books and materials
- Awards and Prizes

Summer Tuition breakdown

6 lessons per summer at \$37.50 rate per 30 minutes= \$225

6 lessons per summer at \$56.25 rate per 45 minutes= \$337.50

4 lessons per summer at \$37.50 rate per 30 minutes= \$150

4 lessons per summer at \$56.25 rate per 45 minutes= \$225

Book and resource fee (for new students)= \$45

Resource fee (for continuing students)=\$25

You will be invoiced for the entire summer session (June and July) in May and have the option to make the payment in full or make monthly installments.

Square Automatic Payments — Tuition is paid using automatic bank payments (ACH withdraw through Square) drafted on the 25th of each month for the following month.

Non-automatic Payments — If automatic payments are not possible for you, we will try to make arrangements for another payment method. However, if payment is late more than once, ACH automatic payments will be required.

Enrollment

Students (or parent/responsible party if student is under 18) must complete the online enrollment form.