

SWEET MUSIC ACADEMY 2022-2023 POLICY, PROCEDURES & TUITION

LESSON PACKAGES

We offer two simple packages for our lessons. Enrolled student rates provide the best value, while walk-in rates offer more flexibility but at a slightly higher cost.

ENROLLED STUDENT

An enrolled student is offered a weekly scheduled spot with the same teacher at the same time every week. The enrolled student rate offers our best value and generally produces the most substantial results and most proficient students.

For enrolled students, monthly tuition is based on a 48-week year. We are closed for major holidays as well as Christmas week and the week of July 4th. In the long months, you will get five lessons; in short months, such as November and December, you may get three lessons, and in most months, you will get four lessons. **The tuition is the SAME each month;** i.e., we don't charge you more when you have five lessons, and we don't charge you less when you have three lessons in a month.

An added benefit of being an Enrolled Student is that you will receive significantly discounts and the first opportunity to be included in our workshops and recitals. **Enrolled students in good standing will receive sibling and workshop discounts.**

WALK-IN STUDENTS

Walk-In Students may only schedule lessons based on teachers' current availability. Walk-In students cannot book lessons more than seven days in advance, and availability may be limited. Walk-In students are not eligible for sibling discounts or makeup classes. All walk-in classes must be prepaid.

WORKSHOPS AND BANDS

Sweet Music Academy offers a variety of workshops and bands, which include rock bands, jazz bands, theater classes, songwriting workshops, etc. These classes are limited in space and are offered first to our Enrolled Students. Auditions may be required for several of these classes, and our standard cancellation policy does not apply, as there will be no makeups or refunds for missed classes.

TUITION

All students must prepay for all lessons and will be required to provide a credit card or checking account number on Fons, which will be billed automatically if pre-payment is not received by the first of the month. If you wish to choose to make payment via cash, check, or Zelle, you may do so before the first of the month. **If your pre-payment is not received by the first of the month,** your pre-authorized card or account will be debited automatically on the first of the month.

A late fee of \$5 a day will be added to your bill if payments are not received by the 10th of the month without approval. Any student whose payment is not received by the 15th will be removed from the schedule until all balances are paid.

STORE CLOSING

Sweet Music Academy is closed on New Year's Eve, New Year's Day, Memorial Day, July 4th Week, Labor Day, Halloween, Thanksgiving, and Christmas Week.

SNOW CLOSURES

If we have a studio closing due to snow, etc., You will receive an email notification, and all lessons will be moved to remote.

CARE OF STUDENTS

Parents with children under the age of 8 must remain in the school lobby during the classes. Students should not be left at the Academy for excessive periods before or after lessons. Children must wait for their parents to pick them up inside the Academy. Please do not ask them to meet you elsewhere. Parents are always allowed to sit in on lessons, although this can sometimes be a disruption and is not recommended beyond the first few or an occasional class.

DISCONTINUING LESSONS

To discontinue lessons and terminate charges to your account, fill out the withdrawal form before the 15th of your last month. We do not pro-rate tuition for the last month's lessons. Students will be responsible for their last month's tuition whether or not they attend lessons.

CANCELLATIONS AND MAKEUPS

If a teacher misses a lesson, the academy will attempt to provide a staff-approved substitute teacher for any classes missed by a teacher. If a substitute teacher is unavailable, a private makeup lesson with a teacher will be scheduled promptly.

All student cancellations must be made at least 12 hours before your lesson time. For any cancellations made after 12 hours, a makeup lesson will NOT be allowed, and you will simply lose that lesson as we must pay your instructor. Please note that the Academy always offers remote options for students who feel slightly under the weather but can still take a lesson from home.

Each teacher has designated monthly makeup times. These spaces are limited and are first come, first served. **Enrolled Students are allowed no more than 4 makeups per year. All makeups must be approved by Sweet Music Academy.**

Several group classes will also be offered throughout the year, which can be used as a makeup option. These classes are listed well in advance and are age and level appropriate.

To request a makeup session, you must email your request to sweetmusicacademy@gmail.com or contact us via Fons. We recommend considering our Walk-In option if you cannot keep a consistent schedule. Makeup lessons cannot be rescheduled, meaning you cannot get an additional makeup lesson for a missed makeup lesson.

VISIT US ONLINE: WWW.SWEETMUSICACADEMY.COM