



David J. Kellen, Owner
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STUDENT CONTRACT

Student Commitment

Students of Studio K Music are enrolled in small lesson groups (semi-private instruction), which meet on a weekly basis. Upon enrollment, students commit to an entire semester, with tuition payments due by the first lesson day of each month of the semester. Students shall receive an average of 4 lessons per month in any given semester (some months may have 5 lesson days, with other months having 3) Students that quit mid-semester are responsible to pay for the remaining monthly tuition payments due for the entire semester.

Tuition Fees and Semesters

Tuition payments are due on the first lesson day of the semester. Students may bring tuition payments to the lesson, or may pay tuition by mail. Payments made by mail must be postmarked by the first day of the month. Late tuition payments and tuition payments postmarked after the first day of the month are subject to a \$20 late fee. Semesters are grouped as follows: June, July August (Semester ONE), September, October November, December (Semester TWO), January, February, March, April, May (Semester THREE).

The tuition fee is \$100 per month for a single student, payable monthly, in advance. Payment is to be made by cash, check or money order (no credit cards accepted). Additional students (from the same family/household, same semester) will receive a discount off of the monthly tuition statement. Two students per family= \$175, three students per family= \$245, four students per family= \$305. A \$20.00 per family equipment maintenance/materials fee is due at the beginning of each semester.

Students that must cancel a lesson for any reason may receive a make up lesson at no charge, subject to the rules and policy for lesson cancellation, as stated below. In the event of the studio closing due to inclement weather, scheduling conflict, or any other reason, the student will be entitled to make up the lesson (free of charge). Enrolled class students in need of individual attention may sign up for additional ½ hour private lessons, subject to studio availability, at an additional charge of \$25 per ½ hour (due at the lesson). Students will be using class textbooks as part of the class curriculum, available at the studio at an extra cost (usually \$5.00 or 6.00 each).

Cancellation Policy

Students that miss a regularly scheduled lesson, for any reason, will be entitled to one (1) make up lesson per semester month, free of charge, provided the following conditions are met. The rules for cancellation are:

- 1.) The absence is reported, via e-mail or phone, david@studiokmusic.com , no less than 24 hrs prior to the lesson time unless sick.
- 2.) Unreported absences, as well as additional absences beyond the allowed one per semester month shall be forfeited by the student. No exceptions.
- 3.) Students may not "roll" additional absences into future semester makeup lessons.
- 4.) Makeup lessons are non-transferable.
- 5.) Make up lessons shall take place subject to the availability of the studio, and must be reconciled within 30 days of the final class of the semester, or they are forfeited.
- 6.) Students that wish to make up a lesson must schedule an appointment for these makeup sessions (via e-mail, as above)

Additional Agreements and Policy Changes

This is a legally binding agreement upon signing. This policy agreement shall remain in force during the students first semester and will remain in force for any additional semesters in which the student participates. Students do not have to sign a new contract for each additional semester. Studio K Music reserves the right to change or modify this agreement.

PLEASE COMPLETE THE FOLLOWING INFORMATION

Student Name _____

Student Date of Birth _____

Parent(s) Names _____

E-mail address _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

The tuition and fees for enrollment are as follows:

\$20.00 Equipment and Maintenance fee per family, per semester

Monthly tuition (single student) \$100

Monthly tuition (two students from same family household) \$175

Monthly tuition (three students from same family household) \$250

Monthly tuition four students from same family household) \$300

**WHEN MAILING IN PAYMENTS, PLEASE MAIL TO:
DAVID KELLEN, 208 E. WEBB, SANDWICH, IL 60548**

Tuition is to be paid monthly, in advance. Tuition is due the first day of the month. Late tuition is subject to a fee of \$15. Payments are to be in cash, check or money order (no credit cards accepted). If the student needs to cancel a lesson for any reason, the lesson may be eligible for made up, free of charge, Student textbooks are available through the studio, This form must be signed by a parent or legal guardian (if student is under 18).

The first month's tuition must accompany this signed form in order for the student to receive a class assignment. Registration is not completed (and a class assignment cannot be made) until the first tuition payment is paid.

I have read all of the information on this form and agree to the terms stated above.

X _____ Date _____
Parent or Legal Guardian Signature