

**The Moosic School**  
Contract Terms and Studio Policy

**Tuition & Registration fee:**

Private lesson, ABRSM piano/theory class annual registration fee: \$15 new student, \$10 returning student.  
Group piano and group Chinese annual registration fee: \$70

Program	Fall tuition	Spring tuition	Or 9 installments of
*PLC 30 mins	\$415.5	\$519.5	\$110
*PLC 45 mins	\$598.5	\$750	\$157
*PLC 60 mins	\$785.4	\$981.6	\$203
*PLC Home lesson add-on	\$140	\$175	\$35
Beginner group piano class	\$598.5	\$750	\$157
Group Chinese class	\$350	\$350	n/a

\*PLC: Private lesson school year contract

Program	Fall tuition	Spring tuition	Per lesson tuition
PLNC 30 mins	n/a	n/a	\$35 per lesson
PLNC 45 mins	n/a	n/a	\$47 per lesson
PLNC 60 mins	n/a	n/a	\$60 per lesson
PLNC Home lesson add-on	n/a	n/a	\$10.20 per lesson

PLNC: Private lesson non-contract (lesson-by-lesson).

Registration fee and tuition amount for private lesson exclude cost of materials, books, examination fee, recital fee and instruments.

Home lesson add-on is fee in addition to private lesson tuition. Home lesson add-on are available only along with private lesson registration.

Registration fee for beginner group piano class and Chinese class include books and materials needed for the school year.

Students enrolled in beginner group piano class and Chinese class are expected to provide small amount of basic school supplies at the beginner of each school year. Supply list will be emailed to parents and posted on our web-site one week prior to first class.

**Payment options:**

-Semester payment by automatic credit card charge: Annual registration & fall tuition due upon registration, spring tuition automatically charged 1/1/12.

-Installment payments by automatic credit card charge: Annual registration & payment #1 charge at time of registration, payments #2-9 charge 10/1/11, 11/1/11, 12/1/11, 1/1/12, 2/1/12, 3/1/12, 4/1/12, 5/1/12)

-For lesson-by-lesson students only: Prepaid at time of lesson reservation(s). Billing and payment information will be stored on student information account for future reservations.

**\$25 late fee will be added if fund is not available on the due date.**

Lessons will be suspended if account is more than 30 days past due. Lessons will only resume if account is brought up to date. There is a 15-day period for the account to be brought up to date. Accounts 45 days past due will be taken off schedule and lesson slots will be opened for new students. Account holder is still liable for tuition payments until the end of registration term. Lessons may be resumed if account is brought up to date and if lesson slot is still available.

**Student Information Account:** An account will be set up for each student on our online student information account site. The account will be set-up in the student's name. If student is younger than 21 years old, parent information will required. Adult student or the parent/guardian of a minor student is liable for account activities, payment and agreement to contract terms and studio policies.

**Attendance (For students registered on school year basis):** Students are expected to attend all scheduled lessons, classes, rehearsals and recitals. Please notify the teacher in an event that a lesson should be missed, but this does not excuse payment for the contracted lesson. There is no refund for missed lessons. If a lesson must be canceled, please call or email your teacher. Each student is allowed a maximum of **FOUR** absences per semester. Any lesson missed after the fourth absence will **not** be rescheduled. In order to reschedule a lesson, you must notify your teacher of your projected absence in writing **at least 24 hours in advance**. **Absence without advance notification will not be rescheduled and will count towards the four-absences per semester policy.** A make-up lesson will not be rescheduled if missed by student. There is no make-up for group classes, rehearsals or recitals. Make-up lesson time is upon arrangement between the teacher and the parents. Please note that make-up lessons might not occur at the most convenient time and date as you might have normally wished for. Missed lessons have no cash or credit value. Missed lessons are non-transferable to another student. All make-up lessons must be completed before June 15<sup>th</sup> of each year.

Any remaining make-up lessons will expire and no refund or credit will be issued. Student exceeding more than 6 absences in any semester will not be able to participate in the annual May 15<sup>th</sup> Priority Returning Student Registration for the following school year. Said student may participate in New Student Registration with the annual starting date of July 15<sup>th</sup>. If an instructor needs to miss a lesson, you will definitely be notified. We will arrange for a substitute teacher or a make-up lesson.

**Attendance (For students registered on lesson-by-lesson basis):** Students are expected to attend all scheduled lessons, classes, rehearsals and recitals. Please notify the teacher in an event that a lesson should be missed, but this does not excuse payment for the contracted lesson. If a lesson must be canceled, please call or email your teacher. In order to reschedule a lesson, you must notify your teacher of your projected absence **at least 24 hours in advance.** **Absence without advance notification will not be rescheduled and there is no refund for missed lesson.** A make-up lesson will not be rescheduled if missed by student. Make-up lesson time is upon arrangement between the teacher and the parents or student. Please note that make-up lessons might not occur at the most convenient time and date as you might have normally wished for. Missed lessons have no cash or credit value. Missed lessons are non-transferable to another student. If an instructor needs to miss a lesson, you will definitely be notified. We will arrange for a substitute teacher or a make-up lesson. Lesson time priority will be given to students registered on school year basis.

**Cancellation of class, withdrawal & financial obligation:** The Moosic School reserves the right to cancel program due to unforeseen circumstances or insufficient enrollment. A 48-hour advance notice will be given and students may transfer to another program or receive a full refund. A student who gives notification of withdrawal at least 72 hours prior to the start of a term will receive a refund minus a \$25 processing fee. Students register on a yearly contract assume financial obligation of both fall and spring semesters. Students who wish to withdraw during contract terms will pay for the number of lessons conducted plus a \$99.50 withdrawal fee.

Students who register on lesson-by-lesson basis assume only financial obligation for the scheduled lesson. A minimum of 24 hours written advance notice is required for full refund or to reschedule lesson.

**Increment weather and emergency closure:** Cancellation of classes due to forces beyond The Moosic School's control will not be made up, and a refund will not be given. Example of such incident includes but not limited to increment weather, power outage and etc. Cancellation of classes provided at schools will based on decision made by hosting schools. Cancellation of classes at The Moosic School studio will be announced through The Moosic School web-site and phone line.

**Recitals:**

There are two recitals each school year, December and May. Each student will participate in **one** of these recitals. Participation in recital is based upon teacher's recommendation. There is a \$25 recital registration fee. Recital registration will be collected at the time of recital registration.

I hereby agree for my child to participate in music program taught by The Moosic School for the tuition arrangement indicated. I understand that my child's strict observation of the rules and regulations will largely eliminate the possibility of accident or injury. As part of this contract, I waive any claim to damages assessed against The Moosic School and/or its principals, instructors and students in his or her activity.

By completing the registration, I indicate that I fully understand and agree to The Moosic School contract terms and studio policies. Registration is valid only with active lesson reservations and tuition payment on file.

The Moosic School Contract Terms and Studio Policies are subject to change without notice. Updated 5/15/2011.