



Private Studio Policy

Welcome to Lambert's Music Center, the most contemporary and diversified non-collegiate music education facility in the area. In order to provide you with the highest standard of instruction, we ask that you meet the terms of the following private studio policy:

Safety :

The Faculty and staff of Lambert's Music are not responsible for the supervision of students outside the lesson time. In the interest of safety we request that students wait inside the studio area before and after lessons until their parents arrive.

Fees:

Lesson fees are \$15.00 per half hour. **Payment for the full month is due before the first lesson of each month.** Please make checks payable to Lambert's Music Center. **A \$10.00 late fee** will be assessed for any payment made after the 15th. Of the month. Initial _____

A onetime registration fee will be assessed for new students. This fee is 20.00 per student or a maximum of \$35.00 per family. The registration fee can be made with a check payable to Lambert's Music Center or you may use a credit card.

Attendance and Punctuality:

A 24- hour notice is **required** for all absences. Students are permitted three absences in a six month period for which a makeup lesson will be offered, and five vacation days per year for which they need not pay or makeup. Makeup lessons will not be rescheduled if cancelled by the student. Teachers may not be available for a student who arrives more than 10 min. late for a lesson. Initial _____

Financial credits :

Financial credits will **only** be offered if the teacher cancels a lesson for any reason. Students and teachers are encouraged to makeup lessons rather than use credits. Initial _____

Inclement Weather:

The Education Department at Lambert's Music may close if the weather conditions are severe. If Anderson Community Schools close for weather, the Education Department will close as well. When weather conditions are questionable, please call Lambert's Music Center before venturing out.

If you choose to leave us:

A two week paid notice is required when you decide to stop lessons. You may take the lessons covered by the notice, or you may pay for the two weeks and leave immediately.

Thank you for choosing Lambert's Music Center. We are pleased to be of service to you and look forward to a productive, enjoyable relationship.

Signed _____ Date _____