

Student _____

Teacher _____

Lesson Day/ Time _____

MUSIC BOX, Inc.
2679 Route 55
Poughquag, New York 12570
(845) 724-5867
www.MusicBoxStudios.us
musicboxstudios@verizon.net

Student Agreement

Thank you for taking lessons at The **MUSIC BOX**. The following is a general overview of our policies. Specific matters will be addressed as they arise, so please keep the lines of communication open, as we would like this experience at The **MUSIC BOX** to be rewarding for students and teachers alike.

1. Individual (private) Lessons can be paid for monthly or by the semester. A 5% discount may be given for payment for the semester; (15-22 weeks). This discount does not apply to group lessons, as they are already discounted. Payment is due at the beginning of each month. Hour lessons and multiple bookings **must be prepaid** at least a week in advance. Add \$2.00 for each lesson past due. If a balance is accrued, for lessons, books, etc., there will be a billing charge of \$5.00 per month. A \$40.00 fee for will be charged for returned checks. There is a 5% convenience fee on credit and debit cards.

2. Students should be on time for lessons. Lessons are usually scheduled back-to-back. Teachers are not required to extend a lesson if the student is late. If you cannot attend a scheduled lesson, please give as much notice as possible. **In order to receive credit, reschedule a lesson, or avoid liability for payment you must:**
call before **8:00pm** the evening before a lesson up to 2:00pm
call before **8:00am** for all lessons after 2:00pm

Lessons cancelled after the above times, or when no call is made will not be credited or made-up. Payment is expected for late cancellations or when no call is made **regardless of the reason**. Teachers will make up lessons that they have canceled, or that were canceled by **The MUSIC BOX**. Credited lessons will not be carried for more than sixty days from payment date. In the event of a closing due to inclement weather, the **MUSIC BOX** will post an announcement on **cancellations.com**. We **do not** follow the school closings for inclement weather or holidays.

3. Teachers are independent contractors (not employees) of **The Music Box**. Cancellations, make-up lessons and schedule changes must be made by calling or speaking to an employee in person. Frequent cancellations may result in loss of scheduled lesson time. More than one cancellation in six weeks is considered excessive, and will be reviewed. The lesson day/time may occasionally need to be changed, temporarily or permanently to accommodate other students or teachers. Your flexibility is greatly appreciated and remembered when you may need to change a scheduled appointment!

4. A waiting area is provided for parents and siblings. Parents are requested to keep this area neat and quiet.

5. Lessons can begin at any time in the year. **Your lesson time is reserved for you unless you tell us otherwise.** We will not give your time without previous discussion.

6. **THE MUSIC BOX** has many new and on-going programs such as Instrument rentals and sales, Ukulele classes, etc. Please read the bulletin board or ask in the store for more information, and bring your good ideas to us. We also stock music, lesson books, reeds, strings, valve oil, stands, etc. Keep us informed of your needed supplies so that we can provide a full stock. Items can be special ordered, as well.

Please sign the bottom of this form to acknowledge that you have read and understood this agreement. A copy will be provided on request.

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I, _____ have read the Student Agreement set forth by **THE MUSIC BOX**, and I understand the policies.

Student or parent signature: _____ Date: _____