

Policies and Procedures

Registration: A non-refundable fee of \$30 per student is required yearly at time of registration.

Payment of Fees: Tuition must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your bank account on the 1st day of each month or charged to your credit card the 1st day of each month. Credit card or bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. **All charges will appear on your bank statement or credit card statement as being from Lincoln School of Music.**

NSF Payments:

I hereby authorize the school to electronically debit my bank account for the amount of any NSF paper check or auto-debit transactions plus a \$20 NSF fee.

Withdrawal and Refunds: There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the school office and not with the teacher. Withdrawal must occur within the first 7 days of the month. To withdraw from classes a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting or credit card charges will stop after the one-month notice period. Lincoln School of Music reserve the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

Extreme Weather or Unexpected Interruption of Classes: If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due these reasons will be given.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

Missed Private Music Lessons and Make-up Lessons: Absolutely no make-up lessons will be given for missed lessons unless absence is due to serious illness and 24 hour notice has been given to the school office. Make-up lessons will be limited to 2 per teaching year and will require a doctor's note. Make-up lessons will be in a group class. Lessons will be on either Music Theory or Group Vocal. No refunds are given for missed lessons. (School activities such as ski trips or programs, band trips, Spring Breaks that differ from our school's Spring Break, sports games, etc. do not qualify for make-up lessons.)

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as recitals, extra classes, and dates the school is open or closed. The school will post all such notices on the "What's New" bulletin board as well as sending notices home with the students. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address or telephone number change.

Care of Students: The school is not responsible for providing before or after class care for students. Parents with students under the age of 5 are to remain in the school during classes. Students are not to be left at the school for excessive time before or after class.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from any activity conducted by the students before, during or after class time.

Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.