

# ARTISAN MUSIC STUDIOS

## *2007-2008 Policy Form*

PO Box 67492  
Chestnut Hill, MA 02467  
Phone 617-323-8818  
Fax 617-507-3465

### **SEMESTER TUITION:**

- The Artisan contract is binding in full, regardless of signature, once said student has completed 2(two) lessons with Artisan Music Studios.
- All payment arrangements must be made by the first lesson for returning students and by the second lesson for new students. If arrangements are not made, lessons will not be continued until arrangements are made.
- Any lessons missed due to missed tuition payments will not be made up.

**Artisan music lessons are offered by the semester. Once a new student has taken the first trial lesson and then continues and takes a second lesson, or if a returning student has taken the first lesson in a new semester, said student has committed themselves and is bound by contract for the full semester even if they have not yet returned a signed copy of the contract. After this point full tuition must be paid even if lessons are stopped.**

### **MAKE-UP LESSONS**

- Lessons cancelled due to teacher illness or unavailability will be rescheduled.
- Student Illness: One make-up lesson will be given per semester for missed lessons due to student illness or other emergencies. In cases when it is known in advance that a student will not be able to attend a lesson, please let us know as soon as possible.
- Snow emergency: The studio will be closed when the local public schools have closed due to snow. A maximum of one snow-day per semester will be rescheduled.

### **NON-COMPETE POLICY**

- Once a student begins taking lessons with an Artisan Music Studios instructor, he or she may not contract that instructor directly, to render services outside the context of Artisan Music Studios. Students may not make independent arrangements to continue taking lessons with a teacher who has resigned or been terminated.

### **TUITION FEES**

- Tuition is based on the lesson length/rate multiplied by the number of weeks in the semester.
- A typical semester runs 17 weeks. However, students may begin lessons at any time and the tuition will be adjusted accordingly. There is a \$25 registration fee that is applied annually to all new and retuning students.

### **PAMENT PLAN:**

If you opt for the payment plan payments must be made according to the following fee schedule.

#### **Fall Semester**

40% of total tuition = Due at time of registration

20% of Balance = October 1<sup>st</sup>

20% of Balance = November 1<sup>st</sup>

20% of Balance = December 1<sup>st</sup>

#### **Spring Semester**

40% of total tuition = Due at time of registration

20% of Balance = March 1<sup>st</sup>

20% of Balance = April 1<sup>st</sup>

20% of Balance = May 1<sup>st</sup>

### **IMPORTANT NOTE:**

If you opt for the payment plan and choose to pay by **CHECK**, a **\$5.00 payment plan fee will be added to each invoice.**

If you opt for the payment plan and choose to pay by **CREDIT CARD** the **\$5.00 fee will be WAIVED.**

**If a payment plan installment is greater than 7 days late a late fee of \$1.00 per day will be assessed and added to your bill.**

**ALL REGISTRATIONS WILL AUTOMATICALLY BE RENEWED FOR THE SPRING SEMESTER. YOU MUST NOTIFY ARTISAN BY JANUARY 15<sup>TH</sup> IF YOU DO NOT PLAN ON CONTINUING FOR THE SECOND SEMESTER.**