

Accent Music Academy Policy Sheet

Effective September 1st, 2021 – August 31st, 2022

Payment Options: At Accent Music Academy, the first lesson is always free. After that you have two options:

- 1) **Monthly Pay** If you pay monthly, it will either be at a discounted monthly rate for four lessons or at a higher per lesson rate for less than 4 lessons. Everyone will begin by paying for 4 lessons their first full month unless other arrangements are made. If you miss a lesson and there is not a 5th week that month, your teacher will try to provide you with a makeup if you give enough notice when you cancel (See information on cancellations and makeups). If you are not able to make the lesson up within the next month, you may pay the per lesson rate for less than four lessons in a subsequent month. However, if you do this, you will be paying more per lesson. So the better value is always to be had by making up missed lessons.
- 2) **School Year Pay** If you want to save money by committing to the school year, you may pay the installment amounts listed in the last column below over the first 3 months of the term. This plan covers lessons from September 1, 2021 through May 31, 2022. It is for an average of four lessons per month with one lesson deducted for the December/Winter holidays. Keep in mind that some months have five weeks, so you will have several additional weeks built in that you can miss without needing to schedule a makeup lesson.

In the table below, look for the row with your lesson length and the column with your payment term. For example, if you take 45-minute lessons and you want to pay monthly, you will pay \$120/month. If you take half hour lessons and you want to pay for the school year, you will pay 3 installments of \$228 the first 3 months of the school year. The middle column is for those who pay monthly if they opt to pay for less than 4 lessons in a particular month.

Pricing	Monthly Pay	Monthly Pay Per Lesson	Pay For School Year*
# of Lessons →→	4/month	For Less than 4	35 lessons (Sep – May)
Lesson Length/	↓↓↓↓↓	↓↓↓↓↓	↓↓↓↓↓
Half Hour	\$85	\$26	3 installments of \$228*
45 Minute	\$120	\$37	3 installments of \$331*
Hour	\$150	\$48	3 installments of \$422*

* The number of lessons and payment amounts will be prorated if you sign up for the school year after Sep 1, 2021. The School Year pay option will only be available for students until Dec 1, 2021. Installments will be due on the 1st of each of the initial three months of the school year or lesson period based on when you start the agreement.

Payments and Due Dates: Monthly payments are due on the 15th of the month **prior** to the month for which they are to be applied. For example, payment for November lessons is due by October 15th. You have a grace period until the 1st of the month, but if a payment isn't received by then, there will be a late fee assessed.

Late Fees: Monthly payments made after the 1st of the month they are for are subject to a \$10 per week late fee. Payments for the school year made after the 15th of the month they are due are subject to a \$15 per week late fee.

Payment Methods: You may pay with check or with credit card. **No cash will be accepted.** Credit card payments will not be made in person. Rather, you have two choices. See below:

CC/Auto-Pay: If you wish to pay by credit card, you may go to our website (accentmusicacademy.com) and pay through PayPal. You do not need a PayPal account to do this, just a credit card. Your other option is to fill out an auto pay form (included with this policy sheet). If you do this, monthly payments will be run between the 15th and 25th of each month, while school year payments will be run on the 1st of each month they are due.

Tardiness: If you are tardy, Accent Music is not responsible for making up the time you missed. If a teacher is tardy, they are responsible for making up the time.

Cancellations: If you must cancel a lesson, please contact your teacher 24 hours in advance. Certain emergencies or sudden illness may be taken into consideration by the teacher regarding make-up eligibility for missed lessons.

Makeup Lessons: Students are eligible for makeups when lessons are canceled for a valid reason (ask your teacher) and with proper notice (24 hours). Monthly pay students should try to schedule a makeup when they miss unless there are 5 weeks in that month. If you are unable to make the lesson up within a month, you may opt to pay less in a future payment. If you do this, you will use the amounts listed as "per lesson" in the pay chart. For example, if you miss a lesson in August and you are unable to make it up by mid-September, you can opt to pay for 3 lessons when you make your payment on 9/15 for October lessons. When calculating this, please make sure you account for months that have 5 weeks on your lesson day. The 5th week is automatically a makeup and can be used to offset a cancelled lesson. If you have any questions about your specific situation, please do not hesitate to contact us. There will be no financial refunds of money already paid except in extreme situations and at the discretion of Accent Music Academy. Lessons missed by the instructor will be made up.

Teacher Cancellations: Accent Music Academy realizes that teachers may have to cancel occasionally as well. When they do, their priority will be to make up the missed lesson if it prevents them from being available at least 4 times in each month for their students. However, if there are times when teachers are not able to provide a makeup for their cancellation, we will make sure that you receive full credit for the missed lesson. This means that the discount would be a fully prorated portion of the monthly payment and not be based on the per-lesson amount from the chart. Accent Music Academy will perform an audit every quarter (three months) to determine if students are owed any credit for teacher cancellations. In the meantime, if you feel that you are owed a credit and are confused about how much to pay, please contact us.

Holidays: Lessons that fall on major holidays will be made up if it prevents the student from reaching the appropriate number of lessons in their payment plan. Please check with your teacher regarding minor holidays.

Weather: Lessons canceled by Accent Music Academy or the teacher due to inclement weather will be made-up.

Musical Supplies: Each student is expected to purchase the musical supplies recommended by their teacher. This may include instruments, accessories, and sheet music. Supplies may be purchased anywhere, but Accent Music offers a 20-40% discount on new books and accessories and up to a 50% discount on used items. So, check with us first to save money. While we don't have a music store for walk in customers, we do have access to wholesale pricing, and can many times offer you better prices than you may find elsewhere. Unlike typical music stores, we are committed to your education first and are not looking to make large profits from sales. And if we can't get what you need, our teachers will help you find it elsewhere as inexpensively as possible!

Practice: Students must make a commitment to at-home practice of their instrument(s). While the duration and frequency will be recommended by their private teacher(s) it is universally agreed upon by all teachers at Accent Music Academy that practice is an integral and essential part of the learning process and the advancement of a student's skills. We ask that the parents of young students encourage their children to practice the amount of time recommended by their teachers.

A Note Regarding Practice for Parents of Young Kids: While practice is an especially important part of learning to play an instrument or sing, it is also true that most kids are prone to not wanting to practice. Try not to be discouraged if it seems like your child has ups and downs in their practice habits. Our suggestion is to be firm but understanding. Learning an instrument can be challenging and the first few months involves work without much reward. The fun comes after the basics are mastered and the student can play more interesting music! So, try to help kids focus on what the future can be like once they get past the beginning level.

Performing: During normal times, Accent Music Academy offers an array of performance opportunities throughout the year in the form of recitals, community outreach performances and fully staged plays and musicals. This has been difficult recently due to COVID. However, we are committed to getting back to these activities as it becomes safe to do so. There may be a cost to be involved in some of these opportunities. If so, this will be clearly explained as the opportunities arise. All students, regardless of level, are encouraged to participate in at least one yearly recital.

Accent Music Academy Student Contact Sheet
Sep 1, 2021 – Aug 31, 2022

Student's Name _____ DOB ____ / ____ / ____

Parent(s) or Guardian(s) _____

Address _____

City _____ State _____ ZIP _____

Primary Phone _____ (Type) _____

Secondary Phone _____ (Type) _____

Primary Email _____ Secondary Email _____

Please let us know what Discipline(s) you study and which payment plan you desire:

Teacher _____ Discipline (Instrument) _____ Lesson Length _____

Teacher _____ Discipline (Instrument) _____ Lesson Length _____

Payment Plan Desired: (Please choose with a check mark)

Monthly _____

School Year _____

Please sign below

By signing, you state that you understand and agree with the policies set forth in our policy sheet. You also acknowledge that if you choose to come to in person lessons, you are doing so knowing the risks involved and you will not hold Accent Music Academy liable should you or a family member contract the coronavirus which causes COVID-19:

Parent/Guardian (Student if over 18)

Date

Preferred Pay Method (Circle one): Check CC (auto-pay) CC (Website)

If you wish to use a credit card, you may go to our website or you may choose monthly auto pay by filling out the Auto-Pay Form and either emailing it to us or bringing it to a lesson.

Our email: accentmusicpa@gmail.com

Accent Music Academy

Auto Pay Form

2021 - 2022

Students(s) Name _____

Teacher _____ Lesson Length _____

Parent or Guardian (if under 18) _____

You may elect to have monthly payments deducted from your credit card, or you may use it to pay for the school year in 3 installments. Please choose one option below by placing a check mark:

- 1) School Year Payments _____

If you are paying for the school year at the beginning of the year (Sep 2021), the payment amount will be the full amounts shown in the pricing table and payments will be run 9/1, 10/1 and 11/1. If you are signing up for the school year after September, your payment and number of lessons will be prorated.

If you choose the school year option, you are receiving a discount. In exchange, you are agreeing to take 35 lessons between Sep 1st 2021 and May 31st, 2022 (or a prorated number if you start later). In any case, lessons must be taken by May 31st, 2022.

- 2) Monthly Payments _____

If you pay monthly, payments will be run on or after the 15th of the month prior to the month for which they are to be applied. Depending on your start date, your first payment may be larger than the rest in order to pay for lessons in the current month and the next month in full. With auto pay, we will typically give you and your teacher some time to make up missed lessons. At the end of every quarter, we will perform a lesson audit to make sure you are getting what you paid for. If you are owed lessons at this point, we will contact you to determine if you would like to pay a lower per lesson amount one month or continue to try to make up the missed lessons.

By providing the information below, you are authorizing Accent Music Academy to charge your credit card for music lessons as is described in this agreement:

Credit Card # _____

Exp Date _____

CVV2 _____

Name on Card _____

Billing Street # _____

Billing ZIP _____

Signature _____

Date _____ - _____

Email (for receipt) _____