



YangYang Academy of Music

"Live on your own stage"

Studio Policies

Upon signing up for lessons, the student/parent will be asked to thoroughly read the Studio Policies and sign/date the document. By signing the policies, the student/parent agrees to respect and abide by the studio's current policies as long as the student is taking lessons with the instructor.

DEPOSIT POLICY:

To secure a spot for the piano lesson, a non-refundable deposit fee of \$100 per student (will be deducted from overall tuition fee cost) is due along with signed copy of the Studio Policies. Deposit may be paid via Paypal to Allison.yang@yahoo.com

BILLING POLICY:

There are certain guidelines regarding missing lessons, the billing process and late fees. These guidelines are **consistently maintained**, and cannot be altered as they allow the business portion of piano lessons to flow smoothly and equitably.

Tuitions are charged every month, and are not lowered nor refunded for missed lessons.

During the year, some months will contain an extra week for rehearsal practice, which there is no additional charge. It is highly recommended that you attend regularly during these months, helping you to compensate for any lesson(s) you may have missed during the year.

MISSING LESSONS AND "MAKE-UPS":

YangYang Academy of Music shall not assume any financial responsibility for a student's absence(s). Hourly rates are flat fees, and shall not be lowered nor refunded for missed lessons. If the student is late to the piano lesson, it is only possible for the instructor to apply a maximum of **10 minutes** to the end of the lesson for make-up.

If, for some reason, a lesson must be missed, please notify at least 24 hours in advance. Otherwise, tuition fee will be non-refundable and there will be no "make-up" lesson for late notification. Please be certain to notify by telephone or e-mail. It will be the student's responsibility to arrange with the piano instructor for a "make-up" lesson. Students are only allowed to have **one make-up lesson per month**.



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PAYMENTS AND LATE FEES:

All fees for lessons are due in **no later than the first Friday of the month**. Billing statements are submitted during the last week of the month for that particular month. Personal check or cash is accepted.

PLEASE BE SURE TO REMIT BY THE FIRST FRIDAY OF THE MONTH. If payment has not yet been received by the first week of Friday, a **\$10.00 late fee shall be assessed for any payments received after the first Friday of the month**. This late charge would best be paid at the time that the month's fee is remitted, or it will appear on the following month's statement.

If this process continues through the end of the month, such student shall be terminated by the studio and the matter shall be turned over to a collection agency for resolution.

ATTENDANCE:

Regular attendance of lessons is an issue of responsibility and choice on the part of parents and students. Again, the studio shall not assume any financial responsibility for student's absence(s) due to illness, weather, sports, etc. However, should the piano instructor become ill, be out of town, or cancel for any reason, it will be the student's responsibility to arrange with the piano instructor for a "make-up" lesson. Please note that it will not count as one of the one make-up lesson per month.

TERMINATION OF LESSON:

If a student and/or parent should decide to terminate lessons at any given time during the year, the studio requires a **TWO WEEK WRITTEN NOTICE**. The studio will accept/recognize e-mails or telephone messages as documentation for said notice. Regardless of when appropriate notice is given, such student/parent shall be financially responsible for the following two weeks/lessons, whether the student/parent chooses to attend or be absent.



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Agreement Form

I, _____, have received, read,

(Print name)

understood and agreed to the "Policies and Benefits"
of YangYang Academy of Music.

Signature: _____

Date: _____

Media Release

Photos of students and video and audio recordings of student projects and performances may be posted online and used by the instructor for promotional and workshop materials.

Signature: _____

Date: _____