



## Studio Policies and Procedures

### **Lessons**

Students will receive **15 weeks of lessons in Fall Semester and 19 weeks of lessons in Spring Semester**. Specific dates the studio will be open and closed can be seen on the Studio Calendar for each semester.

**All students will be guaranteed only one makeup lesson per semester. Lessons missed beyond this will be forfeited unless the teacher chooses to make it up.** We do not give refunds for missed lessons.

Lessons missed for a school holiday will not be counted towards your one makeup lesson.

If the teacher misses a lesson, she/he will give at least 24 hours notice, and have a substitute or make it up in a timely manner.

As teachers usually have several students in a row, they will not be able to give a full lesson for late arrivals, so please be on time to your lesson.

Teachers generally will not be able to change the schedule once the semester starts, so please let them know of any scheduling conflicts you foresee before setting a lesson time for the semester.

Finally, when registering for lessons, you are committing to lessons for a full school year, or 9 months. Even if you are just trying out lessons, it takes at least a semester to notice real progress. If there are extenuating circumstances that cause you to need to quit before the semester is up, please see the Lesson Termination Policy below.

### **Inclement Weather**

Should lessons be canceled due to spring or winter weather, Skype or Facetime lessons may be used if possible. If not, please reschedule with your teacher as schedules allow.

### **Summer Lessons (June-August)**

Summer study is highly encouraged to preserve skills and knowledge learned during the semester. Teachers and students can be flexible with scheduling to allow for vacations, camps, etc. Please see the Summer Registration Form in May for more information.

### **Communication**

Please make sure you have your teacher's information for his/her preferred method of contact and that they have yours. It is best to communicate directly with your teacher if possible, rather than the studio unless it is something the teacher cannot handle.

**Tuition**

You and your teacher will discuss the appropriate length of lessons. Tuition may be paid by the semester or in installments. Please see our website ([www.ImagineMusicAndArts.com](http://www.ImagineMusicAndArts.com)) for the most up-to-date tuition information.

**Fall Semester is 4 months (Sept.-Dec.) and Spring Semester is 5 months (Jan.-May)**

Tuition will be prorated if starting mid-semester. Monthly statements will be sent out via email.

Payments are accepted in the form of **cash, check, or Credit/Debit Card.**

***Please make checks payable to Imagine Music and Arts, LLC.***

**Payments are due by the 10th of the month. Late payments will incur a \$10 late fee.  
If needed, please mail to: Imagine Music and Arts, 800 W Rock Creek #121, Norman, OK 73069.**

***Termination of Lessons***

*In the unfortunate event that there are extenuating circumstances and lessons must be terminated, we ask for 30 days' written notice. The student will be responsible for that 30 days' tuition whether lessons are taken or not, and legal action may be taken if the student's account is left unsettled.*

**Music and Materials**

Your teacher will let you know what books or materials you need, which can be picked up at our local music stores or ordered online. Students are responsible for purchasing all materials and bringing them to lessons.

**Recitals and Performances**

We will hold a Winter Recital and a Spring Recital. See the Calendar for exact dates and locations.

Some teachers may hold separate group Performance Classes or enter students in local festivals and competitions. Let your teacher know if you are interested!