

MUSIC ACADEMY OF KANSAS CITY

9339 W. 87TH ST., OVERLAND PARK, KS 66212 | (913) 735-9507 | INFO@MUSICACADEMYKC.COM

Policies & Procedures

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

General Information

Private lessons are offered in 30-, 45-, and 60-minute sessions.

At The Studio

Students are expected to arrive for lessons on time with all their materials and music. Parents and siblings are welcome to quietly wait in the lobby. To discuss student progress, parents are encouraged to talk with the teacher during the first five minutes of the student's lesson – but not afterwards, in order to respect the next student's time slot.

Recitals

Music Academy of Kansas City provides students with an opportunity to perform in the Studio Recital twice a year at the end of each semester. The recital fee will be added to the tuition payment each semester.

Makeup Lessons:

- MAKC will allow one make-up lesson at the end of the semester. Due to limited time availability of our teachers, the make-up lessons **are not guaranteed**.
- If teacher misses your scheduled lesson due to concerts or other professional engagements, that lesson will be made-up at the time agreed upon both parties.
- If the student cannot make his make-up lesson, the make-up lesson **will not** be moved to another time for any reason.
- In case of inclement weather: If MAKC administration deems conditions to be severe and the Academy closes, the missed lesson will be made-up, or a credit will be applied to your account.
 - However, **if MAKC is open for lessons**, but the student decides not to travel (for any reason), having a lesson via Skype or other digital platform is a viable option for that week, or student can choose to cancel the lesson **with no credit awarded**.

Payment

- Students have a choice of paying the whole semester up front or paying five monthly flat-rate fees.
- Monthly tuition payments will be taken out of your account **each month by the 15th of the month**. If the tuition is not paid by the 15th of the month, a late fee of \$15.00 will be applied to your bill.
- There are 18 lessons scheduled for each Fall and Spring semesters plus one make-up week at the end of each semester.

| | <u>Tuition for Music Adventure Lessons*</u> |
|-------------------------------|--|
| <u>30 min. session</u> | <u>\$117/month</u> |
| <u>Recital Fee</u> | <u>\$556/semester (with a discount applied)</u> <u>\$10/student</u> |
| <u>45 min. session</u> | <u>\$176/month</u> |
| <u>Recital Fee</u> | <u>\$842/semester (with discount applied)</u> <u>\$10/student</u> |
| <u>60 min. session</u> | <u>\$234/month</u> |
| <u>Recital Fee</u> | <u>\$1124/semester (with discount applied)</u> <u>\$10/student</u> |

*Music Academy of Kansas City reserves the right to raise fees at the beginning of each academic year. Tuition may be paid via online at musicacademykc.com/pay-online, or through ACH payment option.

- Summer classes run on semi-flexible schedule: payments are submitted at the **beginning of each month** for number of classes that a student and teacher agree upon in advance. **During summer we do not offer make-ups**, you reserve the time with your teacher a month in advance.

Materials: Cost of materials and books are not included in the tuition and will be assigned as deemed necessary by the instructor. The student should obtain an assignment notebook, which will be used to keep track of assigned pieces and practice suggestions/goals for each week.

Print Student Name

Student/Parent Signature

Date