

David Adler Music and Arts Center
Individual Music Instruction Policies

PAYMENT OF TUITION

Tuition is based on the full term of 38 weeks, divided into 3 payments. A new student may enroll at any time during the 38 week term. If enrollment does not begin at the beginning of a billing semester, tuition will be pro-rated according to which week enrollment occurs. The pro-rated tuition will include all lessons remaining in the current billing semester from the date of the student's first lesson. Tuition is due on the dates published on the Billing Periods and Payment Schedule. **We will send an email reminder when tuition is due and post signs around the building.**

A \$25 late fee will be applied to students' accounts when tuition has not been received by the tuition due date. A student will lose their reserved day and time slot in their instructor's schedule if tuition payments and all outstanding charges on the student's account are not received by the time their last paid lesson has concluded.

ANNUAL ENROLLMENT FEE

The annual enrollment fee per student is \$40. The annual enrollment fee is nonrefundable and is due at the time of enrollment. The enrollment fee helps cover the cost of piano maintenance and tuning, accompanist fees, and building maintenance.

METHOD OF PAYMENT

The preferred method of payment for tuition and membership is check or cash. However, the Adler Center also accepts Discover, MasterCard and Visa. Customers who wish to pay by credit card over the phone must contact the Adler Center before the tuition due date to submit card information. The David Adler Music and Arts Center does not retain customer credit card information on file for security reasons.

WITHDRAWAL

New Students – *(Students who have received 3 trial lessons)*

New students who withdraw after receiving 3 trial lessons will be refunded all unused prepaid tuition. Notification of withdrawal must be received at least 72 hours prior to their fourth scheduled lesson in order to receive a refund of unused prepaid tuition.

Current Students – *(Continuing Adler Center students or students who have received more than 3 lessons)*

Current students may withdraw from Individual Music Instruction at the conclusion of a billing period. A \$20 processing fee will be applied for withdrawing before the term has ended. Current students who wish to withdraw must submit a signed notice of withdrawal in writing to the administrative office prior to the end of the billing period.

CANCELLATIONS AND MAKE UP LESSONS

INCLEMENT WEATHER POLICY

We seldom cancel lessons due to inclement weather. Make up lessons for inclement weather closure will be given at the instructors' discretion if their schedule allows. There are no refunds for cancelled lessons due to inclement weather.

MISSED LESSON POLICY

In the event of any student absence, please notify the Adler Center Administrative Office in advance. It is very important that the administrative office is made aware of the cancellation. The office will notify your instructor and record the information. The Adler Center does not offer compensation for missed lessons that occur for any reason. This policy is in respect to our faculty, who reserve a specific time for each student. This time cannot be given away to someone else, thus s/he does not have the opportunity to make up the lost income. Lessons which are cancelled by the instructor for any reason will be made up at a mutually convenient time, or a credit will be given for the missed lesson. Makeups are arranged between the student and the instructor. **The office does not schedule make-up lessons for instructor or student cancellations.**

SCHEDULING

Scheduling of lesson day and time is coordinated by the Adler Center Administrative Staff. In order to permanently change a student's instructor, lesson day, or lesson time please contact the Adler Center at (847)367-0707.

CREDITS

Instructors are provided two weeks after the end of a billing semester to make up missed lessons due to instructor cancellations. In the event that lessons cancelled by the instructor are not made up, a credit will be applied to the student's account. Students withdrawing from individual music instruction will receive a refund check for any credits due to instructor cancelled lessons or holidays.

DEPARTMENT & PUBLICITY CONSENT

While on the David Adler Music and Art Centers premises, students and those accompanying them are expected to treat our facilities respectfully. Skates, skateboards, pets, etc. are not allowed in the building. Food and beverages are not permitted in the studios.

Photographs, audio, and video of students engaged in the David Adler Music and Arts Center activities including but not limited to instruction, rehearsal, workshop or performances may be used in DAMAC publication, newspapers, magazines, radio, and other related publicity materials including the internet. Your signature on the registration form constitutes consent and permission by the student and/or students' parent(s) and legal guardians to use the student's name and/or image/audio for any advertising, publicity, marketing, or packaging. This is irrevocable.

ADLER CENTER MEMBERSHIP

Students who currently are enrolled in lessons have automatic membership to the Adler Center.

SIBLING DISCOUNT

A \$20 discount per sibling, per billing period, will be applied for each additional child (18 and under) taking private lesson within the same family. The first student will be charged the full tuition amount.

REFERRAL DISCOUNT PROGRAM

Refer a student whom you think might be interested in private lessons at the Adler Center. If the prospective student enrolls and **completes a full billing period of lessons**, you will receive a \$50 credit on your tuition account.