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# LDN Studios

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January 1, 2013

Dear Parents and Students,

With the beginning of a new year, we have been honored to have additional students. It is always a pleasure to teach musicians, especially all of the students in our studio who are so gifted.

Since our studio schedule is at full capacity, we have to make some policy changes to accommodate all of the new students.

Please keep in mind these changes are to prevent a scheduling conflict with other students in the studio. In the past, we have afforded every possible opportunity to assist students with rescheduling and makeup lessons. However, since we have a large student base, we can no longer reschedule makeup lessons unless the student is ill. The new rules are listed in the attachment.

The rate for students is \$27.00 per half hour in our studio. There is a \$15.00 once a month lab fee to cover copies and expenses. You will be charged for your child's music book when needed.

On the following pages are the studio rules and regulations for the current year, 2013

Master Classes are being planned this coming year. A master class is a one time group class or group of classes that features either a guest professional musician specializing in a certain area of music (i.e. lead guitar) or a class about music technology or technique (i.e. song writing).

Finally, we had great success with the education technique during this past year, and we look forward to even greater prospects this year. New and exciting things are being planned. We are sure that you will like them.

Thank you for choosing LDN Studios,

Daniel Nevels  
Laura Nevels

## **Music Studio Rules and Regulations**

### **For 2013**

#### **Rate**

The student rate is \$27.00 per half hour in our studio.

For Group Classes, a special group rate is available for four or more students. This rate will be determined when a group class is created. It will be based on the number of students and the type of curriculum covered in the class.

For Master Classes, a special one-time master class fee will be charged. This charge is separate from the normal monthly studio lesson. The master class payment must be made thirty days in advance of the Master Class. Information for a master class will be provided for the student and parents.

#### **Lesson Payments**

Lesson payments are due by the 10<sup>th</sup> of each month.

#### **Late Payments**

A ten per cent (10%) surcharge will be added your monthly lesson amount for late payment. A lesson payment is late if the payment is not made by the tenth (10<sup>th</sup>) of the month.

#### **Studio Lesson Attendance**

Lessons are given weekly at thirty-minute intervals. The fee quote is for the thirty-minute lesson.

When students attend the studio, an adult must accompany them during the entire lesson. There are no exceptions. Dropping a student off at the studio without a parent incurs a liability risk for the studio. If a student is dropped off, you will be called to pick up the student and you will be charged for the lesson.

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## **Late Arrivals**

The lesson will start on your appointed time. Due to the strict timetable that lessons are scheduled, if you are late for a lesson your lesson cannot go over your regular scheduled time. There is no makeup lesson time for late arrivals.

## **Missed Lessons**

### **For Group Classes:**

Makeup lesson for group classes cannot be made due to the structure of the class and course material. Commitment to the time slot should be considered before enrolling in group classes.

### **For Lessons:**

Please give a forty-eight (48) hour notice if you are going to miss a lesson. If notice is not given then the lesson is considered a missed lesson and will be charged. No refunds or credits are given for missed lessons. Students who were ill will be given priority when rescheduling.

Students who are sick and miss a lesson will be allowed to make up the lesson. There are only a limited number of open time slots. Makeup lessons are scheduled on a first come, first serve basis. No credit will be given for missed lessons.

The procedures for rescheduling lessons must be followed.

- Notification (by phone call or voice message) that the student is ill on the day of the lesson
- Call the studio and reschedule a time slot to make up your lesson
- The makeup lesson must be rescheduled within fourteen days of the missed lesson

If these procedures are not followed then the lesson is considered a missed lesson and will be charged. Again, no refunds or credits will be issued for a missed lesson.

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## **Multiple Missed Lessons**

If you are planning to miss more than three scheduled lessons, you must make prior arrangements with the studio. This is to ensure your time slot will not be lost. Call the studio to make the arrangements.

If you missed more than three scheduled lessons, your status will be changed to inactive student. You will lose your time slot. Your time slot will be given to a new student on our waiting list.

If you decide to rejoin the studio the current lesson cost structure will apply. The lesson fee will be at the current amount.

## **Future Rule Changes**

We reserve the right to make future rule changes. If changes are made you will be notified in writing of the changes.

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## **Compliance with the Rules and Regulations**

Signing this document indicates that you have read this document and that you are in compliance with the rules and regulations of the studio.

For Student \_\_\_\_\_

Signed \_\_\_\_\_

Date signed \_\_\_\_\_