

BOWMAN MUSIC & CREATIVE OUTLET (BMACO)

Lesson Policies & Studio Guidelines

Tuition & Payment Policy

All students' tuition must be paid in advance by the **15th day of the previous month**. Please refer to the studio calendar for all tuition due dates. Regardless of absences, it is the student's responsibility to ensure tuition is paid on time.

Please submit payment during the week prior to the due date or mail payment early enough to arrive at the studio by the 15th.

Make checks payable to: BOWMAN MUSIC & Creative Outlet
Venmo: @BMACOPAY-1234

Important: Lessons will not be provided to any student whose account is past due. A \$5 late fee will be charged for each week payment remains unpaid. Students who are more than three weeks behind, or who consistently make late payments, may be asked to discontinue lessons.

All lessons must be prepaid.

Returned Checks

A **\$40.00 returned check fee** will be charged for all returned checks.

Tuition Rates & Registration Fees

Each student is offered **44 lessons per year**.

Monthly tuition for weekly 30-minute private lessons ranges from **\$110–\$130 per month**. Long-term students may qualify for lower rates.

The following fees apply:

- **\$35 one-time registration fee per student** upon enrollment
- **\$15 annual family fee**, due each year by September 1

Tuition is non-refundable and non-transferable. No refunds or credits will be issued for missed lessons or withdrawals.

Discontinuing Lessons

Please carefully review the following policy regarding lesson discontinuation.

BMACO does not "pause" lessons for any reason. If a student needs to take time off due to vacation, participation in a show, sports, school activities, or any other circumstance, lessons must be discontinued and restarted when the student is available again.

Please understand that discontinuing lessons may result in the loss of your lesson time and/or teacher.

To discontinue lessons properly:

1. Make your final tuition payment on time.
2. Notify both your teacher and the office **in writing** (email or written notice) that you are discontinuing lessons.

This courtesy provides approximately **45 days' notice**, allowing us time to fill your lesson slot.

Students with outstanding balances must pay all unpaid tuition, accrued late fees, and their final month's tuition before discontinuing.

Students who discontinue and later return will be required to:

- Pay the current registration fee again (\$35 per student)
- Pay the current lesson rate for their teacher

Students who remain continuously enrolled will:

- Keep their original lesson rate
- Only be responsible for the annual \$15 family fee

Teacher Cancellations

If a teacher must cancel due to illness, emergency, or other unforeseen circumstances, the lesson will be rescheduled at the teacher's earliest convenience. Scheduling of make-up lessons remains at the teacher's discretion.

Student Absences & Make-Up Lessons

To be considered for a make-up lesson following a student cancellation, an **Absence Notification Form** must be submitted to your teacher.

No make-up lesson will be considered without a completed form on file.

Submission of a form does **not** guarantee a make-up lesson. Make-up lessons are generally scheduled during openings created by other student absences and may not occur within the same calendar year.

If a student misses a scheduled make-up lesson or cancels it without adequate notice, that make-up lesson is forfeited.

Attendance Policy

Repeated no-shows and last-minute cancellations may result in your lesson time being reassigned to a student on the waiting list.

Please provide at least **24 hours' notice** when canceling a lesson.

If late cancellations prevent us from offering your lesson time to another student for a make-up lesson, future make-up opportunities may be limited.

Lesson Materials

Students are responsible for purchasing and maintaining all required lesson materials, including books, binders, and sheet music.

Material requirements may change as students advance.

Students should bring all required materials to every lesson. Teachers are not responsible for providing duplicate copies of books, music, or lesson materials.

Please label all binders and music books with the student's name.

Parents are encouraged to help younger students stay organized and prepared.

Studio Conduct & Safety

Drugs & Alcohol

No illegal drugs or alcohol are permitted on the property. Violations may result in law enforcement being contacted.

Smoking

Smoking is prohibited inside the studio, on the grounds, and in the parking lot. If you choose to smoke, please do so only inside your vehicle and properly dispose of cigarette waste.

Food & Drinks

Never place liquids of any kind, including water, on any piano or studio equipment.

Noise Levels

Please remain quiet in the waiting area to avoid disrupting lessons. Studio rooms are not soundproof.

Punctuality

Please arrive on time for your lesson. Students who arrive late will still end their lesson at the scheduled time and may not receive their full lesson length.

Cleanliness

Please remove all trash before leaving. Parents are responsible for supervising and cleaning up after young children in the waiting area.

Children should not roam through the studio or handle equipment.

Student Pick-Up Policy

Students under age 12 must remain in the waiting area until picked up.

Parents must come into the studio to pick up their children. Students should not be instructed to meet parents in the parking lot.

Acts of God / Government Actions

Lessons canceled or sessions interrupted due to an Act of God, Act of Government, natural disaster, emergency declaration, public health order, or any circumstance beyond our control will not be refunded or made up.

Winter Weather Policy

BMACO builds **two weather-related cancellations** into the annual 44-week lesson schedule. These two cancellations will not be made up.

If weather-related closures exceed two days in a year, make-up lessons may be arranged at the teacher's discretion.

Parking

Please do not park in our private lot unless you are attending lessons.

If you are visiting nearby businesses or restaurants, please use public parking areas.

We appreciate your cooperation in keeping parking spaces available for our students and families.