



 **BRASS BELL**
MUSIC STORE

LESSON POLICIES

BILLING POLICIES

All lesson payments and registration fees are non-refundable.

Registration Fee: *A one-time, non-refundable \$40.00 enrollment fee is required of all new students. This fee covers administrative and scheduling costs and also entitles the enrolled student to access of our practice studios and recital hall while not in regular use. Registration fees are capped at 2 students per household and are good for life.*

Supplementals: *Materials such as instruments, book, staff paper, flashcards, etc. are not included in the lesson or registration fees.*

Instruments: *Students are required to provide their own instrument (does not apply to piano students), beginning at the first lesson. If you do not have an instrument upon enrollment, please see a Brass Bell staff member for details on sales and/or rentals.*

Non-Payment: *In the event that Brass Bell Music is unable to charge the card on file for lessons, we will attempt to contact you at the phone number(s) provided on your registration form. Accounts that have not made payment arrangements by the 14th of the month may be removed from the schedule.*

Automatic Billing: *Continuing students are required to have a credit or debit card on file for monthly billing. Lessons will automatically recur monthly until you notify the Brass Bell Education Department of cancellation. We will charge the card on file anytime between the 26th and 31st of the current month for the next month's lessons. Students who do not have a credit/debit card on file can only be scheduled on a month-to-month basis and should take care to book the next month's lessons at least 2 weeks in advance to keep their time reserved.*

Communication: *The student or student's guardian must communicate all scheduling, billing, and cancellation matters directly to the Brass Bell Music Education Department. Brass Bell Music can not be held responsible for any arrangements made outside of the signing party and the Education Department. Teachers do not handle any scheduling or billing.*

SCHEDULING POLICIES

New Students: *Enrolling students must commit to a minimum of 4 consecutive lessons.*

Weekly Appointment: *The day and time assigned is your permanent spot on the instructor's schedule. The student will remain on the instructor's schedule at the same time every week until the Brass Bell education department is notified of cancellation.*

No Shows: *In the event that a student is a no-call/no-show at their lesson time, Brass Bell will attempt to contact you. If we do not hear back within the first ten minutes of the lesson, then the entire lesson will be forfeited. If a student no-shows three times in a row, Brass Bell reserves the right to remove the student from the teacher's schedule.*

Stopping Lessons: *Students may set an end date to their lessons at any time by notifying the Brass Bell education department. Please be aware that your lesson time will become available to new students 2 weeks prior to your selected end date.*

CANCELLATION AND RESCHEDULING POLICIES

Student Cancellations: *Lessons are billed for the month in advance and there are no credits or refunds for missed lessons.*

Teacher Cancellations: *Students will either not be charged, or will be credited, for any lessons canceled by the teacher or by Brass Bell Music.*

Reschedules: *If we have advance notice of a student cancellation (at least 24 hours), we may be able to reschedule up to 1 lesson per month pending teacher approval and availability. Eligible lessons must be rescheduled within 1 month of the canceled lesson, and a rescheduled lesson must be taken or it will be forfeit (there are no reschedules for rescheduled lessons).*

Emergencies: *To account for sickness and emergencies, students may be allowed to reschedule up to one late cancellation per quarter (every 3 months).*

Extended Absences and Vacations: *Students are required to pay for all missed lessons to keep their time reserved. For planned absences and vacations where ample notice is provided, we may be able to hold your time for up to 2 weeks pending teacher approval. In the event that a student will miss 3 or more weeks of lessons, you must either pay for the missed lessons to*

keep your time reserved, or give up your lesson time and re-enroll when you are ready to resume.

We will do our very best to work with our students' busy schedules and offer as much flexibility as possible, while also respecting our teachers' time.

Reschedules are not guaranteed.

Same-day cancellations are forfeit.

All regularly scheduled lessons must be paid to keep your lesson time reserved.

IN-PERSON AND ONLINE MINOR MODEL RELEASE

Minor Model Release: Permission for Photography/Videography

By signing the release you grant to Brass Bell Music Store and its legal representatives and assigns:

- 1. The irrevocable and unrestricted right to use, publish and copyright photographs (videos, images, etc.) of me and/or my minor child, or images in which I (or my minor child) may be included, for illustration, promotion, advertising, and any other purpose and in any manner and medium.*
- 2. To alter and composite the same without restriction and without my inspection or approval.*
- 3. To use my name or my child's first name in connection therewith.*

Online Minor Model Release: Permission for Screen Captures / Online Video Recording

By signing the release you grant to Brass Bell Music Store and its legal representatives and assigns:

- 1. The irrevocable and unrestricted right to use, publish and copyright photographs (videos, images, etc.) of me and/or my minor child, or images in which I (or my minor child) may be included, for illustration, promotion, advertising, and any other purpose and in any manner and medium.*
- 2. To alter and composite the same without restriction and without my inspection or approval.*
- 3. To use my name or my child's first name in connection therewith.*