



Policies & Procedures

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Policies, Procedures & Tuition

Annual Enrollment & Registration

1. In order to complete registration, students/parents/guardians must complete and sign the Lesson Policies Agreement, Student Information Form, Student Photo/Video Release form with the payment of the non-refundable lifetime registration fee and tuition.
2. Failure to pay on time can lead to dismissal of program.
3. Acceptable forms of payment include:
 - Cash: In-Person
 - Online Credit/Debit Card: www.mamuseinc.org
 - Zelle: mamuse@mamuse.org

Refunds

Tuition is non-refundable or non-transferable.

Safety & Supervision

1. Under no circumstances will the studio or waiting area be used as playrooms for unattended children.
2. The School cannot provide supervision for children left alone before or after lessons. Students must be picked up promptly after the end of their lesson.
3. Young children not receiving instruction must remain under the supervision of their caregiver at all times while in the facility. Under no circumstances will the studio or waiting area be used as playrooms for unattended children.
4. Caregivers of children 4 years and below in all programs are required to stay in the class with their children.

Facility & Studio Use

1. Do not interrupt the faculty while the lesson is in session.
2. Please do not bring food or drink into the studios and throw away all trash.
3. No cell phone use during lessons.
4. Pets are not allowed in the building.

Group Lesson

Policies & Regulation

1. All Lessons will only be given to those who have read and agree with the "Lesson Policy and Terms of Agreement" that are explained herein.
2. All students are required to pre-pay a non-refundable, first months tuition before the first official lesson time. Students will be invoiced every first of the month.
3. After the first month's period, the tuition will be charged by the first week of each month with monthly fee. All lessons during the school year will be charged on a "per month basis" and not a "per lesson basis". This means that your commitment to All lessons is, at very least, a monthly commitment. You will be retaining our services as an instructor on a monthly basis so please choose a lesson time that you can commit to preferably for the entire school year.
4. There are no refunds for tuition or material fees.
5. In the event that you miss the lesson for any reason the school is not responsible for any make-up lesson.
6. Parents and/or guardians are expected to arrive 5 minutes prior to the lesson and sign in at the front desk.

Tuition: \$15 per 30-minute lesson. (ie. \$60 / month, 4 lessons)

Private Lesson

Policies & Regulation

1. All Lessons will only be given to those who have read and agree with the "Lesson Policy and Terms of Agreement" that are explained herein
2. On the first lesson of each month, payment is due for the predicted number of lessons that month. All lessons during the school year will be charged on a "per month basis" and not a "per lesson basis". This means that your commitment to All lessons is, at very least, a monthly commitment. You will be retaining our services as a instructor on a monthly basis so please choose a lesson time that you can commit to preferably for the entire school year.
3. Parents and/or guardians are fully responsible to arrive 5 minutes prior to the lesson and sign in at the front desk.
4. Lesson fees are billed to you monthly based on the number of lesson days for each month. (For example, some months have 5 weeks other months have only 4 weeks). All lesson fees are considered as tuition and should be paid accordingly. As a general rule, there will be no excused absences: the monthly charge should be paid in full. You are purchasing/committing to a block of time for your lesson regardless of whether you attend or not.
5. No lessons will be given unless your account is in good standing. The instructors follows a "Payment-Before-Service" policy and retains the right to give your lesson time away to another student if payment is not received on time.

Tuition: \$25 per 30-minute lesson. (ie. \$100 / month, 4 lessons)
\$50 per 60-minute lesson. (ie. \$200 / month, 4 lessons)

Late/Missing

- i. All classes begin and end at the given time. If a student is late to the lesson, the lesson will only continue up until the indicated end time. As mentioned previously, instructors are not obligated to wait longer than 15 minutes for late students.
- ii. In the event of a “No Call-No Show” to your lesson, your lesson is automatically forfeited and no make-up lesson will be offered.

Cancellation/Rescheduling

- i. If you must cancel a lesson for any reason, please contact the school via email mvmusiclessons@gmail.com or call (914) 217-4047 in advance to arrange a possible make-up lesson. Every effort will be made to offer you a make-up time according to the instructor’s schedule.
- ii. In the event of a sudden illness, students can cancel on the same day of their lesson time but BEFORE 10AM by notifying the school via email or phone.
- iii. All make-up lessons must be scheduled within 2 weeks.

Discontinuation of Private Lessons

Parents must fill out a Discontinue form and submit it to the front desk two weeks in advance.

Student Recital

Policies & Requirements

1. Students must fully prepare and sign up with their instructor 4 weeks in advance before recital date.
2. Students and parents are required to arrive 30 minutes before recital starts.
3. Students and parents are fully responsible for bringing their music sheet to the recital.
4. Please make every effort to remain throughout the duration of the recital. It is unfair to other students to have you walking out on their performance.

Dress Code

Recitals are formal student showcases. It is important that students make themselves presentable and well groomed.

Instrument Interested in Learning:

1. Piano _____
2. Drums _____
3. Violin _____
4. Guitar _____
5. Voice _____
6. Bass _____
7. Bells _____
8. Trumpet _____
9. Flute _____
10. Sax _____
11. Organ _____

Would you like to take private _____ or group _____ lessons

To Be Completed by Office Only

Instrument

1. _____

Group or private

Day- Mon__ Tues__ Wed__ Thurs__ Fri__ Sat__

Time: _____

Instrument

2. _____

Group or private

Day- Mon__ Tues__ Wed__ Thurs__ Fri__ Sat__

Time: _____

Instrument

2. _____

Group or private Time:

Day- Mon__ Tues__ Wed__ Thurs__ Fri__ Sat__

Time: _____

Student Photo/Video Release Form

MA MUSE INC. requests permission in permanently using your/your child's image and audio recordings in publicity and marketing materials. By granting your permission, you understand that your/your child's likeness could be used in various print, video, or online media. Please be assured that students' names will not be released in online media, however, names may be used in official MVSM print-publications that are made available exclusively to the MVSM community. By signing this form, you do not waive your right to privacy and confidentiality.

I/we understand:

- That use of said media is exclusively intended for the promotion of MA MUSE INC.
- That images of myself/my child may appear on the internet for an extended period of time;
- That there will be no financial or other remuneration for use of my/my child's image or audio recordings;
- That MA MUSE INC. is not responsible for any expense or liability incurred as a result of our participation;
- That I/we may withdraw our consent at any time through written request.

Student Name (please print): _____

Parent/Guardian Name if under 18 yrs. old (please print): _____

Signature of student or Parent/Guardian: _____

Date: _____

Lesson Policies Agreement Form

By signing this document, I _____, acknowledge that I have read and
Print Parent/Guardian Name
fully understand the Lesson Policies put forth by Ma Muse Inc. regarding Regulations, Fees, and
other such expectations of my child and me.

Student Name (Please Print)

Signature

Date

(Parent/Guardian signature for students under 18 years old)

Administrative Use Only

- Lesson Policies Agreement
- Student Information Form
- Student Photo/Video Release form

Staff Initial _____