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**BRILL MUSIC ACADEMY POLICIES & PROCEDURES**

**Registration:** A non-refundable registration fee of $45 per student or $90 for two or more family members is required at the time of registration. The registration fee is used to defray the cost of administrative overhead.

**Tuition:** Our tuition is billed in equal monthly installments. Although any individual month may have between 3 and 5 possible lessons, this averages out over the course of the year as our school calendar ensures 48 lessons per year for each day of the week we operate. We offer prorated tuition based on the actual number of lesson days available during a student’s first and last month only; all other months are billed at the flat rate irrespective of the number of lesson days.

**Credit Card Payment:** Tuition payments are processed via credit card auto-debit on the first of each month. All payment information must be received upon registration to confirm a lesson time. It is the responsibility of the parent or adult student to inform the school of any change to their credit card account number and/or expiration date. Payments received after the 15th will incur a $25 late fee.

**Withdrawal and Refunds:** A two-week notice is required to discontinue lessons. ***Teachers cannot accept withdrawal notification.*** To cancel lessons, a withdrawal form must be completed and turned in at the front desk. You will remain responsible for payments until the conclusion of the two-week period. Brill Music Academy reserves the right to terminate lessons to any student without notice. In such a case, a refund for unused lessons will be given, if applicable.

**Cancellations and Makeup Lessons:** We are happy to offer unlimited makeups for our students within 90 days of the original lesson date, provided that the Academy is notified of the absence by 8:00 PM the night before the scheduled lesson. If we are not notified the night before, you will be considered a "no show" and not authorized a makeup lesson. The only exception will be for illness or family emergency. IF YOU SCHEDULE A MAKEUP LESSON AND MISS IT, YOU WILL NOT BE AUTHORIZED A SECOND MAKEUP FOR THAT LESSON. For any lessons missed by a teacher, we will provide a qualified substitute teacher. If a substitute teacher is unavailable, a makeup lesson with the regular teacher will be scheduled.

**Summer Vacation:** Brill Music Academy operates year-round and does not close for the summer. If you are taking time off for vacation and want to resume lessons when you return, you should continue to make your monthly tuition payments to hold your lesson time. The lessons you miss can be made up before or after your vacation. IF YOU WITHDRAW FROM LESSONS FOR ANY PERIOD OF TIME, YOU WILL LOSE YOUR LESSON TIME AND WILL HAVE TO RE-ENROLL TO RESUME LESSONS, WHICH INCLUDES PAYING THE REGISTRATION FEE AGAIN.

**Care of Students:** The Academy is not responsible for providing before or after class care for students. Parents with students under the age of 7 are asked to remain in the school during the lesson. Students are not to be left at the school for excessive time before or after lessons.

**Parent’s Responsibility to be Aware of Dates and Events:** It is the responsibility of the parent or adult student to be aware of Academy activities such as recitals and dates the school is open and closed. The Academy will post notices on the bulletin board as well as on the website. It is the responsibility of the parent or adult student to inform the Academy of any address or telephone number change.

**Waiver:** Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time.

**Media Release:** Brill Music Academy is hereby granted permission to take photographs and videos of the students to use in brochures, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for Brill Music Academy to copyright such photographs in its name.

I have read and understood the above policies and procedures and agree to abide by them.

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Date Student Name (please print) Signature of Parent or Adult Student

Brill Music Academy, 8534 Del Webb Blvd., Las Vegas, NV 89134, Ph: 702-212-8745