



2301 S. Lakeline Blvd #200, Cedar Park, TX 78613 512-782-8721

www.velocitymusicacademy.com

POLICIES

Please read these policies carefully, initial after each statement, and sign at the end.

- **2012-2013 Academic calendar:** School year lessons begin September 2nd, 2012 and end May 25th, 2013. There are no lessons the week of Thanksgiving, 2 weeks of winter break, and the week of Spring break. All other holidays (labor day, good Friday, etc.) will have regularly scheduled lessons. There are 15 private lessons and 1 group class in the fall, and 19 private lessons and 1 group class in the spring. Recital opportunities take place in early December and in early May. Summer lessons, classes, and camps are available June-August. Initial _____
- **Attendance:** No refunds or credits will be given for missed lessons. Students may request 1 make-up lesson per semester (Summer, Fall, Spring). Make-up lessons are only scheduled during a teacher's available teaching hours. If you just do not show up for a lesson, no make-up lesson will be offered. If a teacher misses a lesson for any reason, it will be promptly made-up. Also, due to the faculty's active performing careers, and in order to ensure uninterrupted class schedule, classes may occasionally be taught by a substitute. Initial _____
- **Pick-up and drop-off:** No one is available to watch your children before and after lessons. Please arrange drop-off and pick-up accordingly, and/or remain in the building while your children are taking lessons. Please supervise children in the waiting room. Velocity Music Academy is not responsible for the safety of your child before or after their regularly scheduled lesson times. This includes, but is not limited to: early drop off, late pick-up, or arriving at the academy at an incorrect lesson time. Initial _____
- **Registration and Recital fees:** A non-refundable enrollment fee of \$35 will be charged to all new students. A yearly non-refundable recital fee of \$60 per student (\$90 per family) will be charged at the beginning of each academic year. This recital fee covers participation in 2 recitals per year, plus 2 optional group classes. If you withdraw from lessons, neither the registration fee nor the recital fees are refundable. Initial _____
- **Practice Time:** Parents are responsible for scheduling regular practice times at home, optimally 4-7 days per week. It is important to supervise practice during the first year of study, and for younger students (ages 5-8.) Teachers will provide a detailed list of what to practice during the week. Parents are welcome at any time to sit in on lessons to observe what the student is learning. If you have any questions about practicing, please discuss the issues with your child's teacher during their lesson. Initial _____
- **Tuition and Payment:** From September through May, tuition is paid monthly in equal amounts, regardless of the number of lessons per month. If you start after the first week in September, tuition will be prorated for the first month. Tuition from Sept-May is \$125 (weekly 30-minute private lesson), \$175 (weekly 45-minute private lesson), \$200 (weekly 60-minute lesson), \$85 (weekly 30 minute pairs lesson or group class), \$145 (Suzuki private lesson plus group classes). If paying for lessons or music by check or cash, please leave the check in the "tuition box" at Velocity Music Academy. Automatic credit card payment may also be set up for tuition payments. Tuition is due by the 1st of the month and considered late by the 7th of the month. Payments made after the 7th of the month will result in a \$25 late fee. Initial _____
- **Discontinuing Lessons:** If you wish to withdraw from lessons, written (e-mail) notice must be given by the 15th of the month to discontinue lessons for the next month. This applies to private and pairs lessons only. Other programs, such as Music Together® and summer camps are programs that must be paid in full. A student may be dismissed for: repeated failure to attend lessons, behavior or attitude problems, or nonpayment of tuition. If you stop lessons and decide to re-enroll at a later date, the enrollment fee will be charged to your first month's bill. Initial _____
- **Recital:** Recitals are offered in December and May. Recital participation is optional, however the recital fee is a mandatory yearly fee. Festivals and competitions are available to students in the greater Austin area. Initial _____

- **Materials:** Velocity will sell music to students. All Music assigned to students will be charged to your account. Music will not be distributed to students until payment has been made. All piano students are expected to have a USB memory stick for recording and a blank notebook (or “My Music Journal”) for writing down lesson assignments. Initial _____
- **Waiver:** I waive, release, absolve, indemnify, and agree to hold harmless Velocity Music Academy, LLC, the instructor and director from any claims or injury sustained during use of Velocity Music Academy facilities or participation in any Velocity Music Academy activity whether located on Velocity Music Academy property or not. Initial _____
- **Photo Release:** I give my consent for pictures taken of my child involved in Velocity Music Academy to be used for future Velocity Music Academy promotions or display. For safety reasons, names of students will never be listed on our website. Initial _____
- **Parent/Guardian Acknowledgement:** This is to acknowledge that I have read and agree to the above information. I agree to abide by the policies printed therein. I acknowledge that Velocity Music Academy reserves the right to charge late fees for overdue tuition and will take appropriate action for the collection of unpaid tuition. Tuition is due on the first day of the month and is considered late by the 7th day of the month. Payments made after the 7th will result in a \$25 late fee. There are no refunds for missed lessons.

Student name(s): _____

Parent Signature: _____ Date: _____

If you would like to have your credit card charged every month on the 1st for lessons, please fill out this form.

Cardholder Name: _____ Billing Address: _____

City: _____ Zip Code: _____

Credit Card Type: _____ Visa _____ Mastercard

Credit Card Number: _____

Expiration Date: _____ Card Identification Number (last 3 digits located on the back of the credit card): _____

Amount to be charged monthly: _____ (\$125 for 30 minute private lessons, \$175 monthly for 45 minute private lessons, \$145 monthly for Suzuki private and group lessons, \$85 monthly for First Steps in Piano and Pairs lessons. \$5 sibling discount)

I authorize Velocity Music Academy to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement. Recurring Charges will occur the 1st of every month.

Cardholder – Print Name, Sign and Date Below:

Signed: _____

Dated: _____

Name: _____