

Studio Policies

The Studio of Dane Anthony Madrigal
Updated: November 2022



General Info

The following are the studio policies for the studio of Dane Anthony Madrigal. After a careful review of these studio policies, the attached registration form is to be signed and returned as promptly as possible.

Enrollment Policy

- The first lesson [trial lesson] is free of charge and will last a duration of 30 minutes
- To enroll in lessons, the student and/or parent must read these studio policies and promptly sign the registration form attached, acknowledging the studio policies and willingness to abide by them
- If after the trial lesson, the student wishes to enroll, payment will then be received for the duration of time that is left for the month
- Thereafter, tuition is due monthly, on the first lesson of each month

Attendance Policy

- Lessons are given once a week, at the same time each week, unless previously arranged
 - Lessons once a week is usually the optimal amount of time for students; however, lessons can be given at any specified interval throughout the month [Ex. every other week]
- Lesson Cancellation Policy:

 Canceling:	 Result:
24 hours or more prior to the lesson	Lesson refunded or rescheduled
Less than 24 hours prior to the lesson	Lesson <u>not</u> refunded or rescheduled

Make-up lessons must be scheduled for more than 24 hours in advance.

Tuition Policy

- Invoices will be sent one week prior to the fee's due date
- Lessons are billed in advance, and monthly tuition is due at the first lesson of each month
- The tuition rates for lessons are as follows:

 Lesson Duration	 Tuition Per Lesson
1 Hour Lesson	\$75.00
Additional 15 Minutes to Lessons	\$18.75

Increments of 15 minutes may be added to lessons up to a 2-hour maximum

- Students will be billed full tuition for the month unless holidays, students vacations, or teachers vacations have been expressed in advance
- Payment Methods:
 - Cash
 - Check - made out to Dane Madrigal
 - Venmo - @DaneMadrigal
 - PayPal - PayPal.Me/danemadrigal
 - Can also be found under 'Lessons' on the website*
- Late payments will be assessed a \$10 late fee for every 7 days that a payment is not made in full by it's monthly due date
- Tuition is subject to change at the beginning of each month

Discontinuation Policy

- Students are free to discontinue lessons at any time
- If tuition has already been paid for the month, whichever lessons have not been held will be refunded 75% of the tuition

Materials

- Students are responsible for purchasing materials for lessons, which can include but is not limited to sheet music, articles/texts for readings, instructional manuals, etc.
- Some materials may be found on public domain sites but it is strongly encouraged that students invest in physical copies
- Materials that are handed out on loan must be promptly returned in good condition at a date set by myself



Registration Form

Welcome to the studio of Dane Anthony Madrigal! Please complete the following form in full. Once completed, review the studio policies attached, sign, and return promptly.

If the information does not apply to you, please leave blank.

Student Name:	Date of Birth:
Street:	City:
Zip Code:	Student Email:
School Name:	Grade:
Primary Phone:	Secondary Phone:
Parent/Guardian 1 Name:	Parent/Guardian 2 Name:
Parent/Guardian 1 Phone:	Parent/Guardian 2 Phone:
Parent/Guardian 1 Email:	Parent/Guardian 2 Email:
Emergency Contact Name:	Emergency Contact Phone:
Other Information: [Known Allergies, Different Abilities, etc.]	

Lesson Day:

Lesson Time:

Start Date:

I have read and understood the Studio Policies, and agree to abide by the guidelines and policies listed.

Student Name:	Parent/Guardian Name:
Signature of Student: [or Parent/Legal Guardian of Minor]	Date: