

Clavier-Werke School of Music

Adult Program
Statement of Policy

Please keep this statement for your records

Payment

A nonrefundable Registration / Materials fee of \$25 will be charged annually. The fee will pay for registration fees, music and supplies needed for the entire year. Your monthly tuition is based on the lesson length you have chosen. Payment is due in advance monthly. You will receive a newsletter and tuition statement with each billing cycle. We accept cash and check payments only. Checks are payable to Clavier-Werke, 1000 Westbank Drive, Suite 6a in West Lake Hills, Texas, 78746. **A late fee of \$25.00 will be applied to overdue accounts.**

Attendance Policy

Regular attendance at lessons is vital for your progress. Private lessons **missed because of illness** will be made up at the teacher's convenience. Please be courteous enough to give us 24 hours notice if possible if you are sick. If you have a work conflict, we will make every effort to help you rearrange your lesson time if you give us 7 days notice. It is the student's responsibility to contact the teacher to arrange a make up lesson. Make up lessons must be scheduled and completed within sixty days of the missed lesson. If you have a make up lesson scheduled and you fail to attend, your make up is forfeited. If the teacher misses the lesson, a makeup lesson will be offered to you as soon as possible and within the semester in which it was missed.

Termination of Lessons and Change of Lesson Plan

Students are expected to make a commitment for a full year. If you decide to reduce your lesson length a two weeks' notice is required. If you decide to terminate private lessons prior to completing the year, a 30 day notice is required. Please notify the school in writing. Full payment of the 30 day period is required. You will be expected to attend the lessons during that period.

Conferences

If you wish to communicate with a teacher the most efficient way to do this is by email. A list of phone numbers and email addresses is provided in every monthly newsletter and on assignment sheets. If you wish to speak to the teacher by phone, please call the office between the hours of 10am and 6pm, Monday through Friday, and leave a message requesting a call back. Your teacher will make every effort to return your call within 24 hours.

Calendar

No lessons will be scheduled during Thanksgiving, Christmas, Spring Break, Easter Sunday or Memorial Day. A complete calendar for the year will be provided in the Fall.

Summer Study

At least 4 private lessons during the summer are required for reenrollment in the next fall term. Students are urged to schedule more than the minimum 4 lessons. Lessons can be scheduled throughout the summer at a mutually agreeable time. We believe we will be more successful in providing a quality music education by requiring participation in our summer program.