



Playa Music Lessons

Playa Music Lessons
19020 Ventura Blvd, Tarzana, 91356

Policies & Procedures for Private Lessons

Welcome to Playa Music Lessons. Please read the following policies and procedures, sign below, and return to our office. We sincerely hope you enjoy your lessons.

Playa Music Lessons agrees to provide _____ /_____/_____
Student name(s) date of birth

Parent / guardian () phone (home) () phone (business) () phone (cell)

Address City / State / Zip

with _____ lessons for _____
Instrument / subject length of lesson day time teacher

E-Mail Address: _____ **Occupation** _____

TUITION & FEES

The PRIVATE LESSON program is based on a calendar year that includes 45 lesson days and 7 vacation days per year. A published list of vacation days is available from the office updated throughout the year. Each monthly payment is treated as an installment based on the annual tuition fee. Therefore the number of lessons each month may vary while the tuition installment remains the same. Each new student enrolling in the program is charged a one-time only, non-refundable registration fee. Tuition payments are processed on the 20th of each proceeding month. Tuition must be received before the 1st of the month. **NO BILLING STATEMENTS WILL BE MAILED TO YOU UNLESS AN ACCOUNT BECOMES DELINQUENT.** Payments not received by the 1st are considered delinquent and may be subject to a late payment fee of \$10.00. Returned checks or other funds are subject to a service fee of \$45.00. Payments may be made in person, paid on line or mailed to our office at 19020 Ventura Blvd, Tarzana, 91356.

DISCOUNTS

Discounts of 5% are applied to the tuition rate classes or lessons taken by a student concurrently enrolled in any other programs.

STUDENT ABSENCES & MISSED CLASSES (PLEASE READ CAREFULLY)

A 24-hour advance notice is required to gain a make-up time (at the discretion of the teacher, if time permits) for missed lessons. This type of absence is called an **EXCUSED ABSENCE**. Out of consideration for your teacher, lessons missed without sufficient notice (24-hour notice) are considered **UNEXCUSED ABSENCES** and are charged the regular rate. Three (3) **EXCUSED ABSENCES** are allowed per calendar year, after which any additional absences will, regardless of circumstances, not be taken into consideration for credit against tuition. This policy is in force out of respect for your teacher who reserves a special time for you in his or her schedule each week. Extended absences may be excused when the school is notified 15 days in advance.

SCHEDULE CHANGES

The Playa Music Lesson reserves the right to change day, time, and/or place of lessons when necessary to accommodate changing schedules of teachers, or space requirements. At least 14 days notice shall be given should a change occur and every effort would be made to facilitate smooth transition to the new schedule for each student. **The Playa Music Lessons DOES NOT GIVE REFUNDS OR CREDITS FOR MISSED CLASSES.**

CANCELLATIONS

Please make this decision thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. If you decide not to take lessons anymore we require you to fill out the cancellation form at least two weeks in advance. **If you cancel without notice you are responsible to pay for the following month.**



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RECITALS AND PERFORMANCES

During the year, several performance opportunities are made available to students. These events provide pupils with further incentive to practice and excel, and can have a positive effect on a student's sense of accomplishment. Recitals build confidence and reinforce the concept that good practice habits result in good pianists.

Students who take part in these programs commit to the event at least six weeks in advance, thereby giving ample time to prepare their respective piece(s). Students scheduled to perform for recitals are required to attend and perform. Except in cases of family emergency or illness, students may not "drop out" from the program. Such behavior then affects the entire recital, and is not fair to the other performers.

Performers must be at the facility no later than **10 minutes** before the beginning of the recital. Participating students and their families are expected to remain for the duration of the entire recital, thereby providing ample audience and respect for all performers.

FESTIVALS AND COMPETITIONS

Each year, the various organizations provide educational and competitive opportunities for qualified students. Such events may be offered to those students who seem to possess the necessary maturity, discipline, talent and temperament to participate in such events. If a student is interested in attending any event in order to help with making committed decisions, please let us know and we will provide you with pertinent information. Bear in mind that these opportunities require a high level of determination, more serious practice habits--and the ability to perform in a competitive arena with a high level of confidence and intensity.

REGISTRATION FEE

There is a one-time registration fee that is due at the time of registration.

Individual \$40

Additional family members \$15

LOCATION

Although music lessons are traditionally located at the Playa Music Lessons location, Student/Parent may request a preference to receive music lessons outside of the Playa Music Lessons location. **It is strongly suggested that Parent is present at all times during the Student's music lessons.**

COSTS/EXPENSES/WAIVER

Student/Parent acknowledges and agrees that Playa Music Lessons shall not be responsible for any costs, expenses or reimbursements related to Student/Parent's receipt of music lessons outside of the Playa Music Lessons location, including but not limited to, transportation, damage, accidents, harm, repair of instruments, etc. Student/Parent agrees that their receipt of music lessons outside of the Playa Music Lessons location is voluntary. Furthermore, Student/Parent agrees to assume any and all risk associated with their receipt of music lessons outside of the Playa Music Lessons location, and releases Playa Music Lessons from any and all claims of loss or damage that may arise during their receipt of music lessons outside of the Playa Music Lessons location. Such releases are without limitation, and include attorneys' fees, personal injury, property damage, and any other losses or damages suffered by the Student/Teacher.

ENROLLED STUDENTS AT PLAYA MUSIC LESSONS

It is understood between the parties that teachers acquired and provided to Student/Parent by Playa Music Lessons' marketing efforts are valuable assets of Playa Music Lessons. Student/Parent hereby agrees that it will not, directly or indirectly, solicit or attempt to solicit any teacher of Playa Music Lessons to become an independent teacher of Student/Parent or of any third party, nor induce or attempt to induce any teacher of Playa Music Lessons to leave the engagement of Playa Music Lessons, without the prior written consent of Playa Music Lessons, which may be withheld in its sole discretion.

TEACHER ASSIGNMENTS AND CHANGES

At Playa Music Lessons, we are committed to providing the highest quality instruction to our students. To ensure that all students receive the best possible learning experience, Playa Music Lessons reserves the right to assign, substitute, or change teachers at any time. These changes may occur for various reasons, including but not limited to teacher availability, scheduling conflicts, or professional development opportunities.

We understand that the teacher-student relationship is important, and we encourage students to try their new teacher before making any decisions about their ongoing lessons. In cases where a teacher change is necessary, every effort will be made to ensure a smooth transition and to match students with a suitable replacement who aligns with their goals.



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Playa Music Lessons retains the right to make these changes without prior approval from students or parents. However, we will provide at least 14 days' notice of any teacher changes whenever possible, allowing students ample time to adjust.

Refunds or credits are not offered solely due to teacher changes, as our goal is to maintain continuity and quality of education. In exceptional circumstances, we may offer adjustments as a gesture of goodwill, but this will be at the discretion of Playa Music Lessons management and handled on a case-by-case basis.

I HAVE READ, THOROUGHLY UNDERSTAND, AND AGREE TO THE ABOVE INFORMATION AS APPLIED TO PRIVATE LESSONS BY PLAYA MUSIC LESSONS.

Signature

Date