



SONGBIRDS MUSIC, ART, & DANCE CENTER

181 E Mitchell Hammock Rd, Oviedo, FL. 32765

[www.SongbirdsMADCenter.com](http://www.SongbirdsMADCenter.com) 407-278-3575

## SONGBIRDS MUSIC, ART, & DANCE CENTER: MUSIC POLICIES

### 1. Location:

All lessons, classes, and events will take place at Songbirds Music, Art, & Dance Center located at 181 E Mitchell Hammock Rd, Oviedo, FL. 32765

### 2. Tuition:

- a. Songbirds Music, Art, & Dance Center **does not charge registration fees.**
- b. Lessons are offered weekly in 30-minute, 45-minute, and 60-minute lessons.
- c. Lessons are charged for at the beginning of the month.  
The rates are as follows for **a month with four lessons:**
  - 30 min - \$128/ mo (\$32/ lesson)
  - 45 min - \$184/ mo (\$46/ lesson)
  - 60 min - \$240/ mo (\$60/ lesson)
- d. Families with multiple family members enrolled or individuals enrolled in multiple instrumental lessons will receive a family discount on all lessons and classes. *\*discounts only apply if both/all siblings are taking regularly scheduled weekly lessons.*  
The sibling rates are as follows for **a month with four lessons:**
  - 30 min - \$120/ mo (\$30/ lesson)
  - 45 min - \$176/ mo (\$44/ lesson)
  - 60 min - \$232/ mo (\$58/ lesson)
- e. Group music class rates are determined by the class, frequency, and enrollment. Prices will be made available prior to registration.
- f. **Months that have more or less than four lessons per month will be adjusted accordingly with prorated amounts.** (ie- a 30min student on Mondays in a month with 5 Mondays would be charged \$160 [\$32x5])
- g. We generally base our calendar off the Seminole County School District Calendar- we are not closed every single day they are. A Songbirds Calendar can always be found available in the lobby or online.
- h. **All students are required to enroll in our secure auto-bill system.** This is a safe, secure and convenient way to pay your ongoing tuition. We accept Visa, MasterCard, Discover, AMEX, Check Cards, and ACH.
- i. **Payment is automatically processed on the first business day of each month.** An email reminding you of the automatic draft will be sent by the system every time your card is charged.
- j. Failure to complete payments regularly and on time may result in penalties and revision of this contract.
  - i. Late payments will incur a late fee of \$10 after 10 days past due. It is the responsibility of the student or guardian to ensure current payment information is on file.

### 3. Materials:

- a. **All students are required to rent or own a student, intermediate, or professional instrument** and are required to bring their instrument to every lesson (excluding pianos and percussion).
- b. **Brass & Woodwinds: Loaner instruments will not be provided if you forget yours. If you forget your instrument you can choose to work on music theory or forfeit your lesson.**
- c. All students are required to purchase music books as determined by their instructor. Materials can be purchased at Songbirds or online. **Enrolled students receive 10% off all product in studio.**
- d. All students are required to own a metronome or tuner. Smartphone applications are acceptable.
- e. All students are encouraged, but not required to record and transcribe lessons. Many students use voice recording apps on their phones.

### 4. Referral Incentives:

- a. Songbirds Music, Art & Dance Center puts a \$10 referral credit onto your account when you refer us a new student! The credit will be automatically used towards your next payment.
- b. The new student must tell us your name upon registration.

### 5. Rescheduling Policy:

- a. **There is a standard 24-hour rescheduling policy.**
- b. **Failure of the student to arrive at the scheduled lesson without prior notification of absence will result in a forfeited lesson without refund.**
- c. If a student notifies Songbirds Music, Art, & Dance Center more than 24 hours in advance regarding an absence, Songbirds Music, Art, & Dance Center will work to schedule a make-up lesson for the student.

Updated on October 1<sup>st</sup>, 2022

- i. **There is no limit to rescheduled lessons with 24 hours advanced notice.**
- ii. **There are three options for rescheduled lessons**
  - 1. An in-person make up lesson scheduled within two weeks of the original lesson
  - 2. A virtual lesson at the originally scheduled time or rescheduled within two weeks of the original lesson
  - 3. A video recording created by the instructor of material that would have been worked on in the originally scheduled lesson. Videos will be delivered digitally within 48 hours of the originally scheduled lesson and will be a minimum of 10 minutes in length. Video requests must be made at least 90-min ahead of the original lesson time.
- iii. Make-up lessons are scheduled based on availability and may not occur on the same day or time as the student's usual lesson.
- d. **Each student is allowed two (2) emergency reschedules per calendar year for emergency or extreme sickness. 24hrs-90min prior to a lesson.**
  - i. If the student has a legitimate emergency or sickness, and a scheduled lesson within the next 24 hours, the student must call Songbirds Music, Art, & Dance Center as soon as possible. Emergency notification counts as any notification within 24hrs-90min before a scheduled lesson.
  - ii. Proper notification in case of emergency or illness will result in a scheduled make-up lesson.
  - iii. **Failure to notify Songbirds at least 90-min before the lesson will result in forfeiture of the lesson without make-up or refund.**
  - iv. After the allotted two lessons are missed for emergency, future lessons missed for emergency or sickness within the same semester will be forfeited without refund.
- e. **Our staff and instructors retain the right to send a student home, without refund, should they arrive visibly ill.** We ask that rather than attend a lesson sick, and risk spreading illness to others, you reschedule with 24-hours notice.
- f. **If a lesson needs to be cancelled due to an instructor's schedule or circumstances of Songbirds Music, Art, & Dance Center, a full lesson make-up lesson will be scheduled at the earliest chance.**
- g. **If a lesson needs to be cancelled due to student conflicts (ie- vacation), each student is allowed to early cancel up to two lessons in a billing cycle as long as notice is given in the prior month.**

6. Withdrawal Policy: **Formal notice must be completed to withdraw the student from lessons at Songbirds Music, Art, & Dance Center. Notice must be submitted once month in advance from the student's expected withdrawal date.** Once the notice has been submitted, the student will have one month of lessons left to complete (max 4). **Any unpaid lessons that fall within those 30 days will be charged for on the first as normal.** This is done to facilitate the transition, prepare the student for the future in the arts, and allow us time to find a student to replace that slot in the instructor's schedule so the instructor can maintain their standard income. Official notice must be made through our online form: [www.SongbirdsOviedo.com/Cancel](http://www.SongbirdsOviedo.com/Cancel)

7. Media and Press Release: By agreeing to this contract, you give permission to Songbirds Music, Art, & Dance Center to record you and/or the student via audio recording, film recording, pictures, and other media during a live performance, lesson, or other event sponsored by Songbirds Music, Art, & Dance Center. You consent that these recordings and various media may be used in print, on the internet, and for any form of media purposes. They may be used for marketing, promotion of the school, or advertisements. You release Songbirds Music, Art, & Dance Center from all claims, demands, liabilities, and damages whatsoever in connection with the media usage of myself or the student under my care. *Not agreeing to this clause will not have any adverse effect on lessons or instruction at Songbirds Music, Art, & Dance Center.*

8. Release of Liability: I, the student or the student's guardian, understand that there may be inherent dangers in the performing arts. Partaking in music instruction, dance instruction, art instruction, or any event at Songbirds Music, Art, & Dance Center may result in personal injury, accidents, or even death. I understand that Songbirds Music, Art, & Dance Center is insured in case of accident and will do everything in its power to provide a safe place for myself and/or my student. I release Songbirds Music, Art, & Dance Center from all claims, demands, liabilities, and damages whatsoever in connection with the above.

**By taking lessons and/or classes at Songbirds Music, Art, & Dance Center, you understand and agree that:**

- a. **As the student and/or parent/legal guardian of the student, you acknowledge that you have voluntarily elected to enroll in lessons at Songbirds Music, Art, & Dance Center.**
- b. **You have read, understood, and agree to all terms listed on this policy document.**

Adult Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Name of Student(s) \_\_\_\_\_