



970 Pape Avenue, Toronto, ON M4K 3V7 Tel: 416-425-9933  
[www.lippertmusic.com](http://www.lippertmusic.com) [info@lippertmusic.com](mailto:info@lippertmusic.com)

## WELCOME TO THE “LIPPERT ON THE GO” MUSIC PROGRAM”

Welcome to our musical family! We are a **registered institution** and have been in existence **since 1957** with a firm commitment to developing musicianship to its fullest. Our experienced teachers offer superb programming for an individualized approach to music lessons for ages 3 to adult, from beginner to professional. The **annual recital** in June is part of the curriculum, and in addition, students have the opportunity to take part in competitions, including the **Lippert Festival** in March, various public performances, as well as examinations offered both in-house and by the Royal Conservatory of Music. The RCM is one of the oldest musical institutions in the world and is key in setting global musical standards. Music grades follow school grades – kindergarten (up to 3 years) to grade 10, culminating in graduation with an A.R.C.T. degree exam for teachers or performers. Students should aim to complete one grade per year. The hard work does pay off – for example, completion of grade 7 RCM examinations offers a grade 11 music credit and grade 8 RCM examinations offers a grade 12 music credit.

**In order to attain success in music studies, we ask our students for two things:**

1. Commitment to **daily practise**.
2. Commitment to the scheduled lesson time from September to June.

### PAYMENT OPTIONS

Non-Refundable Registration Fee of \$40	
We accept cash or cheques payable to “LIPPERT MUSIC CENTRE INC.”	
<b>OPTION 1*: TERMS</b>  *Make-Up Lesson	<b><u>3 Post-Dated Cheques</u></b>  <ul style="list-style-type: none"> <li>• Term 1: September 1 (for lessons September to December)</li> <li>• Term 2: January 1 (for lessons January to March)</li> <li>• Term 3: April 1 (for lessons April to June)</li> </ul> <i>All post-dated cheques must be received on the day of registration.</i>
<b>OPTION 2*: MONTHLY</b>  *Make-Up Lesson	<b><u>10 Post-Dated Cheques</u></b>  <ul style="list-style-type: none"> <li>• Dated for the 1<sup>st</sup> of each month (September to June)</li> </ul> <i>All post-dated cheques must be received on the day of registration.</i>
	<i>Commitment is on a monthly basis. Should a student decide to discontinue lessons, cheques/refund will be issued and returned for the unused months.</i>  <i>A late payment charge of \$10.00 will automatically be applied for overdue accounts. It is the student’s responsibility to pay on time regardless of receipt of an invoice.</i>

### Summer Programs – July and August

- 1) Private Lessons are offered mid-week by appointment. First come, first served. Flexible cancellation policy to accommodate summer holidays. We recommend taking some summer classes to keep up technique.
- 2) Summer camps from 9am to 4 pm at convenient locations:
  - School of Hard Rock (ages 9 – 18)
  - Music Theatre (ages 7 – 13)

*See reverse for policies...*



## POLICIES

**LESSON POLICY:** All missed lessons are charged, regardless of notice, as we must pay the teachers for their time with the exception of:

- Lessons cancelled by the studio.
  - Lessons falling on statutory holidays, including Christmas and March Break.
  - Summer holidays in July and August provided we receive one week's advance notice.
- \* It is the student's responsibility to keep a copy of the school calendar in order to be informed of school closures. The calendar is also on your fee schedule as well as our website at [www.lippertmusic.com](http://www.lippertmusic.com).

**ABSENCES/LATES:** Please contact the school in advance at 416-425-9933 or [info@lippertmusic.com](mailto:info@lippertmusic.com), if students are going to be late or absent. We appreciate knowing that our students are safe if they are not at their lesson.

**\*MAKE UP POLICY – FOR OPTIONS #1 or 2 and registered by December:**

- Students are offered one make-up lesson per year, if it is needed. We cannot promise more due to scheduling difficulties and limited space.
- Teachers are also offered one make-up lesson per year, if it is needed.
- Students must be registered by December to qualify for a make-up lesson.
- Make-up lessons are at the studio's convenience and will be offered as soon as possible.
- If a scheduled make-up is missed, another will not be scheduled. The make-up lesson is forfeited.
- A switched lesson time is considered a make-up lesson.
- Make-ups must be claimed by the end of the school year in June.
- Make-ups may not be carried forward into the summer or the following school year.

**REFUND POLICY & DISCONTINUING LESSONS:**

If you discontinue lessons, stop at the end of the month. There are no refunds once a month has started. We require 7 days notice prior to discontinuing lessons for students to avoid being charged for the next lesson(s) of the upcoming month. For Options 1 & 2, unused fees or post-dated cheques will be returned, less any discounts that were given.

**SALES & RENTALS:** Music Books are an additional charge. We carry a variety of books, sheet music and CDs to accommodate every level of musical training and interest. We also carry a hand-picked selection of musical instruments and accessories for sale. We also rent instruments to students studying at Lippert. Students must have an instrument at home for daily practise.

**EXTRA COSTS:** We highly recommend the purchase of a tuner for students studying instruments that need to be tuned (e.g. violin or guitar). We strongly recommend that all vocal students use a recording device for their lessons. We sell both tuners and voice recorders.

**RECEIPTS:** We are a registered institution and offer Official Tax Receipts for the year's tuition fees received by December 31<sup>st</sup> for students *16 years of age and older*, who study music for the betterment of their careers. Similarly, for students under the age of 14, receipts are issued for the Child Activity Tax Credit. These are issued in February of the following year. Regular Yearly Receipts for students under 16 years of age are issued by request.

**NSF CHEQUES:** A fee of \$30.00 will be charged for all NSF cheques.

**IMPORTANT DATES:**

1. RECITALS: **Student Recital** first two weekends in June.  
**Adult Recital** TBA.
2. LIPPERT FESTIVAL: End of March (End of Term 2)
3. RCM EXAM DEADLINES: **Nov. 1** for December; **Mar. 1** for June; **June 1** for August.

**HOURS OF OPERATION:** **September to June:** Monday to Friday 4-9 p.m.; Saturday 9a.m.-5 p.m. *Other times by appointment*  
**Summer Hours:** July and August *by appointment*.

If you have any questions or concerns, please contact 416-425-9933 or [info@lippertmusic.com](mailto:info@lippertmusic.com)  
Please visit our website at [www.lippertmusic.com](http://www.lippertmusic.com) for school updates and more information about us.

Thank you for choosing our music school.  
Charleen Beard, Director