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## WELCOME TO OUR SCHOOL

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 February, 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 FOR SCHOOL YEAR MUSIC LESSONS

We accept cash or cheques payable to “LIPPERT MUSIC CENTRE INC.”

<b><u>Post-dated cheques: Options 1 &amp; 2</u></b>	
<b>*No Registration Fee</b>	<b>* Make-up lesson included</b>
All post-dated cheques must be received within 4 weeks of registration to claim the discounts.	
<b>OPTION 1*: TERMS</b> Save \$0.75 per lesson  <i style="color: purple; font-style: italic;">Save up to \$50</i>	<b>3 post-dated cheques:</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>
<b>OPTION 2*: MONTHLY</b> Save \$0.50 per lesson  <i style="color: purple; font-style: italic;">Save up to \$40</i>	<b>10 post-dated cheques</b> <ul style="list-style-type: none"> <li>Dated for the 1<sup>st</sup> of each month (September to June)</li> </ul>
<b><u>Paying each month in advance as you go: Option 3</u></b>	
A non-refundable Registration Fee of \$20 per student to a maximum of \$40 per family applies.	
<b>OPTION 3: EACH MONTH AS YOU GO</b>	Cash or post-dated cheques are due in advance – before the 1 <sup>st</sup> of the upcoming month. 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. <b>No make-up lessons available for Option 3.</b>

*Please see reverse for policy.*

### **Summer Programs – 6 Weeks in July and August**

Private Lessons are offered mid-week by appointment only. Payment schedule comes out in May.

We also offer summer camps from 9am to 4 pm at convenient locations:

- School of Hard Rock (ages 9 – 18)
- Music Theatre (ages 7 – 13)



## SCHOOL 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.

\* *Please note* that 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 our website at [www.lippertmusic.com](http://www.lippertmusic.com)

**ABSENCES/LATES:** Please call the school at 416-425-9933 in advance, 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 and sheet music to accommodate every level of musical training and interest. We also carry a hand-picked selection of musical instruments and accessories for sale. We rent instruments. Please enquire and we will be happy to help. Students must have an instrument at home for daily practise.

**RECEIPTS:** Receipts are given after payment from the receipt book. 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. 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 \$25.00 will be charged for all NSF cheques.

**IMPORTANT DATES:**

1. RECITALS: **Student Recital** first two weekends in June. **Adult Recital** TBA.
2. LMCi FESTIVAL: mid February
3. RCM EXAM DEADLINES: **Nov. 1** for December; **Mar. 1** for June; **June 1** for August.

**HOURS OF OPERATION:** Monday to Friday 4-9 p.m.; Saturday 9a.m.-5 p.m. *Other times by appointment.*

If you have any concerns or questions, please contact us at 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