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### SCHOOL POLICIES

We are happy to welcome you to *LIPPERT MUSIC CENTRE INC.* this season! We are a **registered institution** and have been in existence **since 1957**. We have a firm commitment to developing musicianship to its fullest. Our faculty is made up of experienced teachers who are professional musicians that offer superb programming with attention to detail. We teach students from age 3 to adult, from beginner to professional level on: piano, voice, guitar, violin, viola, cello, bass, theory/history and MUCH MORE! We also offer music camps and group courses. We are privileged to work with several professional performers in the city who want to further hone their skills. We hold an **annual recital** that is part of the curriculum, and in addition, all students have the opportunity to take part in music competitions as well as in classical music exams offered by the Royal Conservatory of Music. The RCM is one of the oldest musical institutions and is key in setting global musical standards. Music grades follow school grades – kindergarten to grade 10, then A.R.C.T., which is the degree exam for teachers or performers. Students should aim to complete one grade per year. The hard work does pay off, for example, a grade 8 practical music exam and a written grade two theory exam will give the students 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 MUSIC LESSONS

Cash or Cheques Payable in advance to: *Lippert Music Centre Inc.*

**REGISTRATION FEE:** Non-refundable fee of \$20.00 per student to a maximum of \$40 per family.

**OPTION 1\* Yearly:** Save up to \$60 - \$1.50 per lesson

**OPTION 2\* Term:** Save up to \$40 - \$1.00 per lesson **3 post-dated cheques**

- Term 1: September 1 (for September to December)
- Term 2: January 1 (for January to March)
- Term 3: April 1 (for April to June)

**OPTION 3\* Monthly:** Save up to \$30 - \$0.75 per lesson **10 post-dated cheques**

- Dated for the 1<sup>st</sup> of each month.

**\* Make-up lessons apply for Options 1-3 ONLY see below for policy.**  
**Unused credits cannot be carried forward to the next school year.**

**OPTION 4 Paying monthly:** Payment is due in advance. Cash or post-dated cheques 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. **No make-up lessons offered for Option 4.**

**OPTION 5 Paying per lesson:** A \$10 surcharge on lesson fees will apply. **No make-up lessons offered for Option 5.**

**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.*



**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, 2 or 3 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.
- 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.
- A switched lesson time is considered a make-up lesson.
- If a scheduled make-up is missed, another will not be scheduled. The make-up lesson is forfeited.
- Make-ups must be claimed by the end of June. Make-ups may not be carried forward into the summer or into September.

**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 #1-3, 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 carry a hand-picked selection of musical instruments and accessories for sale. We also 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. RECITAL: first weekend of June.  
2. 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

**Lesson Agreement**

(Please keep this for your records.)

- I agree all missed lessons are charged. Regardless of notice.
- I agree to pay for lessons BEFORE the first of the month, and I will pay a \$10.00 late fee for lesson payments arriving late.
- Make-up Lesson Policy: If I have paid by Options #1, 2 or 3, I agree to one make-up lesson per school year for the student and teacher, at the studio’s convenience. I have read, understand and agree with all policies outlined in the MAKE-UP LESSONS section of the School Policies. I understand that there are NO make-up lessons for Options #4 & 5 or if I am starting after Term 1. I understand if I miss my agreed upon make-up time, I forfeit my make-up.
- I agree that there are no refunds once a month has started.
- If lessons are discontinued, I agree to give 7 days notice prior to the end of the month or I may be charged for an extra lesson. Cheques/fees for Options #1-3 will be returned for unused lessons less all applicable discounts.
- I agree to pay a \$25 service charge for any NSF cheques.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_