

216 S Main St.
River Falls, WI 54022



715-426-6776
sales@brickhousemusic.com
www.brickhousemusic.com

Brickhouse Music Academy Lesson Policy Agreement

Student Name & Age: _____ Instrument: _____
Parent Name: _____ Phone: _____
Address: _____ Alt. Phone: _____
Email: _____
Credit Card (Required): _____ Exp. Date: ____/____ V-Code: _____

Thank you for choosing Brickhouse Music Academy! We are excited to help you grow musically!

Payment Policy

Tuition must be paid by the first day of each month, at the rate of \$100 per month (*rate subject to change*). For your convenience, we offer automatic monthly payments (see back). Should the payment not be made by the 8th day of the month, there will be a **\$5 late fee assessed**. Tuition will be the same each month, regardless of student absences, cancellations or holidays. The only time that a credit will be issued is if a teacher is absent and is not able to offer a make-up lesson. **If the lesson payment is not made by the 3rd week of the month, the Credit Card on File will be automatically charged, including late fee.**

Make-up Policy

A make-up credit will only be offered if 24 hours notice is given to the BHM staff at the front desk. If a make-up lesson can be scheduled, it must be done within a 4 week time period. There are no make-ups for same day cancellations. (Exceptions will be up to the discretion of the teacher, depending on each individual situation.) You may pre-schedule a make-up lesson before canceling. **Make-up lessons can take the form of an in-person or virtual lesson, or a video submission from the student with feedback given by the teacher.**

Visitor Policy

The Brickhouse Music Academy requires that the student and teacher be the only people in the room during the lesson (unless previously approved by the teacher). This is to ensure that the limited time our teachers get to spend with each student is used most effectively. Most of our lesson rooms are not large enough to accommodate an extra person. If a parent wishes, the last five minutes of each lesson may be allotted for discussion of progress, practice plans and lesson materials.

At Home Practice Policy

The teacher will discuss with the student what should be worked on for the next lesson. We recommend practicing at least once a day for 15-30 minutes - if the student does practice, you will see improvement. It is very apparent to the instructor when the student has not practiced. Brickhouse Music also offers Student Showcases throughout the year, and we strongly recommend participation in this comfortable, fun and nurturing performance experience!

Discontinuation Policy

When the Student decides that he or she can no longer take lessons, we require a **2 Week Notice**. This is to ensure that the teacher will be able to fill the student's time slot without a lapse. **The student must inform the Brickhouse Music staff when discontinuing lessons.** Should the Student be absent for **three consecutive weeks** without communicating with a Brickhouse Music staff member, the student's lesson time will be forfeited. If the student cancels without notice or without paying for the 2 Week Notice, Brickhouse Music has permission to charge the Credit Card on File.

I Have Read, Understand and Agree to the Terms of this Policy Agreement:

Signed _____ Date: _____

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TO AUTHORIZE AUTOMATIC MONTHLY PAYMENTS:

*I give permission to Brickhouse Music to make monthly automatic payments on the **first day of each month** using my payment card. I will be notified if my payment has declined. **If the lesson payment is not made by the 8th day of the month, there will be a \$5 late fee assessed.***

Please Sign Here: _____

For Office Use Only

Student Name: _____

Instrument: _____

Teacher: _____

Student Name: _____

Instrument: _____

Teacher: _____

Student Name: _____

Instrument: _____

Teacher: _____