



POLICY STATEMENT & AGREEMENT

REGISTRATION

ALL STUDENTS

All students must complete a Registration / Renewal Form (Policy Agreement), prior to beginning lessons or annual renewal, stating understanding and compliance with current ERMS policy. There is a non-refundable *\$20.00 Registration Fee*.

TUITION

Tuition may be paid yearly, quarterly, or monthly, based on the nine-month school year. Payment is due on the first of the year, quarter, or month. Payments received after the 10th of the month are subject to a *\$10.00 late fee*.

Weekly	30-minute	lessons:
Yearly:		648.00
Quarterly:		216.00
Monthly:		72.00
Weekly	45-minute	lessons:
Yearly:		972.00
Quarterly:		324.00
Monthly:		108.00
Weekly	60-minute	lessons:
Yearly:		1296.00
Quarterly:		432.00
Monthly:		144.00

(Summer lessons are billed separately)

BILLING

Please make checks payable to Elizabeth Raihala. Monthly billing statements will be e-mailed the last week of the month prior to due date. Just like other businesses, it is crucial for ERMS to receive payments on time.

MISCELLANEOUS FEES

Recording CDs will be \$5.00 per CD, however the number of music selections will vary so additional fees may be required.

MMTA EXAMS / CONTEST / NFMC FESTIVAL

Fees vary by event and are the responsibility of the student, payable in advance. Details will be given prior to the event.

MUSIC AND LESSON MATERIALS

ERMS purchases music for the students and partners with parents on the upfront reimbursement. Music and material fees are added to the monthly tuition lesson fee, when applicable.

MUSIC LIBRARY LOANS

ERMS has a large music library from which students may borrow music. Music is expected to be returned and in good condition, otherwise you will be charged for its replacement!

ACCOMPANIMENT FEES

Accompaniment of vocal students at auditions, competitions, events, recording sessions, etc. is NOT part of the basic tuition lesson fee and will be negotiable, depending upon the time involved.

TUITION YEAR CALENDAR

Please refer to ERMS Academic Year calendar for breaks and music competition / testing / performing opportunities.

Note: Not all students will participate in all events due to their eligibility requirements or desire. Check the website for current information and schedule updates.
<http://studio.raihala.net>

MISSED LESSON / MAKE-UP LESSONS

A swap list will be provided to assist with changes to your lesson schedule. When the student has a lesson conflict, the parent can call or e-mail someone on the list to swap that week's lesson—rather than miss their lesson. The parent, who requested the swap, notifies the teacher in advance of the swap.

EXCUSED ABSENCE / STUDENT

i.e. Death in Family, Emergency Trauma, etc. A make up lesson may be granted in the event of an excused absence at the teacher's discretion.

The make-up lesson will be arranged as soon as possible at the convenience of the instructor and the student. Please CALL when you are unable to make your lesson, as far in advance as possible!

UNEXCUSED ABSENCE / STUDENT

i.e. Sports, Minor Illness, No show / No Call). A make-up lesson is NOT offered for unexcused absences.

If your instructor misses a lesson, a make-up lesson will be offered.

WEATHER CANCELLATIONS

Please call in advance of your lesson if school is cancelled—the weather may have

cleared up by then so do not assume that your lesson is cancelled. When in doubt call.

LESSON WITHDRAWAL

Please provide **one month's notice**, if you decide to withdraw from lessons. ERMS appreciates this business courtesy to allow time to restructure the lesson schedule. Notification received less than one month will require the tuition fee payment for the month.

A BRIEF NOTE ABOUT "TUITION"

Tuition is based on your enrollment, **not on your lesson attendance**. I am providing a service, such as a gym or a dance studio provides, which you are charged for, whether you attend or not. Tuition covers my time while teaching, plus many other hours spent in the following ways:

Preparation, recital attendance, bookkeeping, enrolling students in the Festival, Contest and various other MMTA exams (and attending these events); membership dues and participation in professional teachers organizations; on-going education (workshops, Conventions, classes, etc.); studio upkeep (providing quality instruments to teach on and the maintenance of them); and researching, stocking and preparing materials for student lessons and the lending library.

In addition, since I am self-employed, I must provide for my own retirement and insurance needs and do not receive paid vacation or sick leave that other professions provide.