

Ellie Seligmann Music Studio

Studio Policies



After more than 20 years of in-depth study of music and the human voice, I am a highly qualified musician and teacher of music. Teaching music is not a hobby or side business; it is my full-time career. As such, I must uphold certain studio policies in order to keep my business running efficiently. My policies are standard in the private music teaching industry.

Payment Policy

- Payment for each month is due at the 1st lesson of the month.
- Ellie Seligmann Music Studio accepts cash, checks and Chase QuickPay transfers, payable to Ellie Seligmann.
- There will be a \$20.00 service charge reimbursement fee for all bounced checks.

Attendance Policy

- If you are unable to attend a lesson, I require at least 24 hours advance notice or you must forfeit the lesson without a make up lesson or credit. The only exceptions are cases of sudden illness or dangerous weather.
- All *excused* absences must be made up, except in cases of long-term illness. No refund or credit will be offered.
- If you are unable to attend a lesson, you are expected to contact other students on the swap-list and arrange to switch lesson times for the week.
- You may reschedule and/or make-up no more than one excused absence per month, and no more than four in any calendar year. Lessons missed beyond this limit are forfeited without refund or credit. (Lesson swapping via the swap-list does not count toward these limits.)
- If you are traveling during major school holidays (i.e. Winter break, Spring break), you may choose not to attend lessons during that time and will not be required to pay for or make up these lessons.
- If you are traveling for the summer vacation or plan to take an extended leave of absence, I will hold your time-slot for one month. If your leave extends beyond one month, your spot may be given to another student. Upon your return, you will have your choice of any remaining time-slots.
- If the teacher must cancel a lesson for any reason, you will be offered your choice of a make-up lesson or a credit towards the next month's lessons. This is the only situation in which a credit will be offered.
- The teacher will periodically schedule group lessons, which replace regular lessons for another week. These lessons will be announced no less than one month in advance. They are not optional.

Miscellaneous

- Small children (i.e. siblings) *must* be supervised at all times and remain within specified boundaries, both for their safety and for the privacy of my family.
- Although my cats are generally tolerant, they sometimes feel threatened by energetic children and may injure them. Parents are responsible for ensuring their child maintains a safe distance and responds appropriately to the cat's warnings (i.e. hissing, growling, attempting to run away).

I, _____, have read, understand and agree to all of the above studio policies.

Signed _____ Date _____