

TLP Music School of Merrimack

Policies and Procedures

Registration: All current students must be registered by September 1st to secure their place in the schedule. There is an annual \$25.00 registration fee per student. Please fill out and return Registration Form with your payment before September 1st to TLP Music School, 1 Bryce Dr., Merrimack NH, 03054. For students who are starting at later date registration fee is due at the time of their first lesson.

Tuition and Payments: All lessons must be pre-paid. There will be no lessons given unless the tuition is received on time. The Due Date is on the 25th of each month for lessons scheduled in the following month. There is a \$10.00 late fee for all checks received after the 1st of each month. Please make your check payable to "TLP Music School".

Discontinuing Lessons: To discontinue lessons, please fill out and return Withdrawal Form by the 20th of the month to TLP Music School. There is no refund for unused lessons should you decide to withdraw from lessons before the end of the month.

Cancellations: There are NO mandatory make ups scheduled for missed lessons. Each student is allowed to have THREE make up lessons in the 10 month period (September 1st through June 30th) for lessons missed due to an illness or a serious family matter. The 24 hour notice is required to validate each make up. No make ups are offered for lessons missed due to conflicts with other activities such as sports, shows etc. Please realize that the time of your lesson is strictly reserved for you on a weekly basis and teachers need to get paid for their time regardless whether you attend or not.

Refunds and Credits: For all lessons cancelled by TLP Music School there is either a guaranteed make up or 100% refund of your tuition. The same applies to lessons cancelled due to severe weather, power outages etc. During the winter please call (603) 424-4116 for a recorded message about closings or check our website at www.tlpmusicschool.com for the most up to date information.

Schedules: As we are not on the same schedule as public and private schools, please check our calendar for Holiday closings and vacation weeks. There are no make ups offered for lessons missed due to Holidays or vacation weeks. Our tuition is a flat monthly fee calculated on the average of 4 lessons you receive each month over the 10 month period. However, the number of lessons in the individual month can vary anywhere between 3 to 5 lessons.

General Guidelines: There is absolutely no smoking in the building. There are no pets allowed inside the school at any time. Do not leave your children unsupervised as you are responsible for all damages they may make. If you drop off your child, please pick him/her up on time. We are not responsible for safety of your child once they leave the classroom. Presence of a parent in the classroom is mandatory for children 9 years old and younger and we always welcome parents to sit in even with our older students.

I've read and acknowledged TLP Music School Policies and Procedures.

Signature of Parent or Adult Student

Date

OFFICE COPY

Please sign and return this copy to:

TLP Music School, 1 Bryce Dr., Merrimack NH 03054 Phone (603) 424-4116

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STUDENT'S COPY

Keep this copy for your records.

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