



# Language Course Policy

## **MY RESPONSIBILITIES**

I will teach students language lessons in a positive and enthusiastic environment. It is my goal to empower each student to influence their language education with input based on their interest and long-term goals. I will tailor the curriculum to match each student's specific learning needs.

## **STUDENT & FAMILY RESPONSIBILITIES**

Students agree to arrive at each lesson punctually, well-prepared, and with their assignments. To make good practice, a daily study is necessary. Please ask questions about home assignments so that the student and parents can completely understand the assignments and goals.

**Parents:** *If something is happening at home or school that is affecting your child, please let me know. The more information I have, the more I can be sensitive to the needs of your child.*

All students are encouraged to participate in class lessons. If an opportunity arises, please bring information to the next lesson so that I can help your students prepare.

## **FLAT-RATE TUITION AND SCHEDULING**

*\*Please note that tuition reserves the weekly time slot but may not directly correlate with lessons received if the student does not attend the scheduled lesson times.*

Tuition is calculated at a flat rate each month based on the annual studio calendar. The studio will be closed for most holiday breaks, following the school calendar, and that schedule will be communicated closer to each break.

Tuition invoices will be sent by the 23rd of the month prior for all enrolled students. Invoices are due by the 1st of the month. All payments are non-refundable.

Payment received after the first of each month is subject to a \$10 late fee. Payment received after the 5th of the month is subject to an additional \$10 late fee and the lesson time for that student may not be reserved for the next month.

You may enroll in an auto-payment from your debit or credit card on the 1st of each month to avoid late payment.

Recurring late payments may result in the termination of the student's enrollment.

The preferred method of payment is Stripe; Stripe is now available for your convenience.

## **CANCELLATION POLICY**

Lessons canceled either with or without 24 hours notice will not be provided as a makeup lesson. Lessons canceled by me will be given as much notice as possible and will be rescheduled within 30 days.

Planned vacations or other conflicts communicated in advance receive a makeup lesson credit for that month.

## **MATERIALS**

Each student is responsible for purchasing the required materials for lessons. Materials will be assigned by me, and the student will be expected to have the materials no later than two weeks after the materials have been assigned. Advanced notice will be provided whenever possible.

## **COMMITMENT**

When students enroll, they are reserving their place in the teacher's schedule for the entire term. Changes to weekly schedules may be made on a case-by-case basis each month before tuition is due.

If the student decides to pause lessons during the course of a semester, tuition for the remainder of the semester still applies. Alterations to this policy are on a case-by-case basis.

Fall Term           - September through December

Spring Term       - January through May

Summer Term      - June through August

Please note that a student's spot will not be guaranteed for the fall term if they were not enrolled in lessons during the summer term.

## **PHOTO AND VIDEO RELEASE FORM.**

From time to time, I use photos and short videos of my students around the studio, on the studio website, or in social media posts. These videos and posts are encouraging to other students and help other teachers. If you do not want your child's image(s) to be used, please let me know. In general, the students love to see their pictures and videos on my website or around the studio. They find it motivating and exciting to think that others want to know what they are learning. The students are identified only by their first names.

By enrolling and paying tuition for my child in the Music and Language Learning Center, I certify that I understand and agree to the studio policies for the 2021/2022 school year.