

# ATG MUSIC POLICIES (2019-2020)

## PRIVATE LESSONS

### Absence Policy and Rescheduling

- Students must notify both the school and the instructor at least **24 hours** before the class if unable to attend a lesson. A make-up schedule may be provided depending on the teacher's schedule. If a student must skip a lesson entirely without make-up lesson, tuition will still be charged.
- Late: Lost time due to a student's late arrival will not be made up.
- Break Absence: If a student has a vacation more than a week, please discuss with studio and instructor.
- Emergency Absence: if a student is unable to attend due to sickness, injury or family emergency on shorter than 24hour notice, they may request an Emergency Absence. There will be no make-up and no charge for an Emergency Absence.

***Students may only take up to one (1) Emergency Absence every 10 lessons.***

### Instructor Requested Rescheduling

If the instructor requests the student to reschedule, the student has two options:

- A substitute teacher may be assigned on the scheduled lesson date.
- A make-up schedule may be provided depending on the teacher's schedule.

*\* Policies & terms are subject to change without notice.*

I hereby acknowledge that by filling out the registration form, I have read carefully and agreed on above policies.

### Cancellation and Withdrawal

You may withdraw from a class before or within 24 hours after the first class. ATG Music will refund the tuition (minus the cost of the first class). Otherwise, no tuition can be refunded.

The registration fee is non-refundable. A \$20 returning student registration fee will be required to re-enroll.

### Injuries

You assume all risk of injury of harm to the child(ren) or adult(s) associated with participation in musical activities at ATG Music and agree to release, indemnify, defend and forever discharge ATG Music and its officers and staff from all liability, claims, demands, damages, costs, and expenses in the unlikely event of injury sustained by your child(ren) or adult student during the course or as a result of their participation in ATG musical activities.

### Photo/Video Release

Unless requested in writing, ATG Music is granted permission to take photographs/videos of the students to use in brochures, websites, posters, advertisements, and other promotional materials ATG Music creates. Permission is also hereby granted for ATG Music to copyright such photographs under its name.