

# Grace Notes Music Studio, L.L.C.

## Student Policy Handbook

### Fall Session 2010

## Adult Group Classes

Last Revised July 21, 2010

This handbook serves as a contract between the instructor and student. Signature on the enrollment form indicates that students/parents have read and agree to all of the policies and terms outlined in this handbook.

These policies have been constructed to protect both student and instructor, and will always be followed strictly—no exceptions. It is the responsibility of each student to read the handbook. There have been no oral or other representations or promises made that are not a part of this contract.

# Studio Contact Information:

Grace Notes Music Studio, LLC  
Genny Denton, Owner and Instructor  
340 St. Joseph Street  
Baton Rouge, Louisiana 70802

\*All classes and lessons must take place in the studio—no exceptions.

Email: [genny@gnmusicstudio.com](mailto:genny@gnmusicstudio.com)

Website: [www.gnmusicstudio.com](http://www.gnmusicstudio.com)

Phone: (225) 571-0858

\**Email is always the preferred method of communication.*

## POLICIES AND PROCEDURES

### Registration and Enrollment Procedure:

Registration and enrollment are done on a first come, first serve basis.

Registration is completed online at [www.gnmusicstudio.com](http://www.gnmusicstudio.com). Electronically submitted registration forms serve as a binding enrollment contract.

**Returning students** receive priority in registration and an EARLY REGISTRATION window to complete the electronic enrollment contract. Completion of registration and submission of first month tuition guarantees a spot in the class.

Returning Students who submit their electronic enrollment contract after the end of this period risk losing their spot in a class and will not receive their music packet/audio file prior to the first class.

**New students** must submit the electronic enrollment contract and make the first tuition payment and pay registration fees for registration to be complete.

**Placement in a class/ensemble is done by the instructor, and all placements are final.**

### Sessions, Tuition, and Fees:

Grace Notes Music Studio, L.L.C. has three annual sessions: Fall, Spring, and Summer.

#### Tuition Calculation:

Grace Notes Violin Studio, L.L.C. believes firmly in a program of study instead of month-to-month instruction.

**A registration for classes is a commitment to an entire session** (and hopefully future sessions) of study.

Tuition is always calculated **by session**, and includes ALL handouts, printed music, and CDs/audio files required for class.

Students may pay tuition for a session in full at the time of registration, or may pay in monthly installments. The monthly installments are calculated based on the total tuition figure for the entire session, and then divided by the number of months in the session.

Example: Fall 2010 TOTAL tuition is \$475.00, OR 5 installments of \$95.00 (due on the first of each month in the session).

#### Tuition Deadlines:

Students electing to pay in full must pay the total at the time of registration.

**Students electing to pay in installments, must pay the first payment at the time of registration and remaining payments are due on the FIRST of each month—no exceptions.**

Payments are considered **late** after the 5th day of the month, and a \$10 dollar late fee will be assessed for payments made after that date. A charge of \$15.00 will be added to any payment made after the 7th day of the month.

Payments made after the 15th of the month will result in an immediate stop in instruction for that student and a \$30 late fee. The student will not be taught again until tuition and late fees are paid in full. ***Classes missed due to failure to pay will not be made up or reimbursed by the instructor.***

Payments can be dropped off to the instructor or the owner at lessons or classes or can be dropped off at any time (including after hours) in the mailbox located at the front entrance of the studio.

**Payments may also be mailed but must be postmarked on or prior to the first day of the month.**

Mail payments to: Grace Notes Music Studio  
340 St. Joseph Street  
Baton Rouge, LA 70802

### Additional Tuition Policies:

**Grace Notes Music Studio, L.L.C. does NOT provide invoices or tuition reminders by mail.**

In the event that a check is returned for insufficient funds, the student will be charged the tuition, late fee, and any fees associated with the returned check.

If payments are consistently made after the first of the month, the instructor reserves the right to discontinue study with the student at any time without refund.

If outstanding tuition is due from a previous session, the student will not be allowed to re-register for the upcoming session until all outstanding fees have been paid.

**Submission of electronic registration form serves as a binding contract obligating students to an entire session of study.**

**No refunds.** Please do not ask. If a student is put on the waiting list, fees will be returned. This is the **ONLY** case in which reimbursement will occur.

### Absences and Attendance Policies:

Private lesson time or group lesson time will not be given to any student to make up for missed class time. Tuition rates will not be prorated for missed classes or joining mid-session/mid-month.

The only time a makeup class will be given is in the case of instructor absence. These make up classes will be scheduled at the discretion of the instructor. Extra classes and rehearsals for no extra cost are frequently given at the end of each session as well.

Assignments missed due to absences are the responsibility of each student. The first and last few minutes of class will be reserved for questions about class, and students can catch up on what they missed at that time.

In the event that a student misses a class in which new music or CDs are distributed, that student may get these materials in the next class meeting.

## Visitors and Prospective Students:

**Referrals: If a student refers a prospective student to GNMS, and that prospective student signs an enrollment contract, the student who made the referral is granted a \$50.00 credit towards their next tuition payment. *Limit one discount per student.***

There are to be no unregistered participants in class during regular class days.

At no time should children participate in or observe adult classes. In the event that a child must be brought to the studio during class time, they must be old enough to remain unattended and absolutely quiet in the reception room at all times.

## Communication with the Instructor:

As stated above, email is the preferred method of communication. This is for several reasons, but most importantly for the following two reasons: 1) it allows for documentation of every communication on record 2) the instructor is unavailable to answer or make phone calls during teaching times.

In-person questions should be directed to the instructor during the first and last minutes of each class meeting.

## Classroom Expectations:

Students must bring all materials to every class meeting. The instructor will not make extra copies of music once it has been distributed. It is highly recommended that students keep music and other materials in a solid black three-ring binder.

All students must own and bring to every class a portable music stand to **instrumental classes**.

Although these classes are designed to be enjoyable and not stressful, some level of preparation must be done each week for class.

**Students must own a functional instrument outfit for instrumental classes.** There may be times that the instructor deems an instrument unfit for study. In these cases, the student should seek out proper repairs or a replacement instrument. In many instances, repairs can be made in the studio.

Students may go directly to the classroom upon arrival to the studio, provided that it is **no more than 30 minutes prior to the class start time and there are no other classes or activities going on in the room.** Otherwise, wait in lobby.

## Discontinuing Study:

**As stated above, registration indicates a commitment to a full session study.**

The only exception to this policy is if a student moves out of town **during the session** (instructor must be notified in writing at least 30 days in advance of any moving plans and documentation of the move must be provided prior to the next tuition date). **No other circumstances, regardless of how unique, will be considered. Do not ask.**

Students are free to discontinue study at the end of a session by simply not enrolling for the next session.

**Students who elect to discontinue study before the end of a session are liable for regular tuition payments until the conclusion of that session regardless of the reason for discontinuing.**