

Music Place Discounts

General Information

- The greatest of any ONE applicable discount will apply.
- Discounts apply only to full month payments. (Sorry! No discounts apply to pro-rated payments)

Group & Ensemble Class Discounts

- 10% discount for a 2nd weekly group class OR for other (immediate) family members enrolled in any group class
- 50% discount for any third weekly group class in a family
- 50% discount for Vocal, All Arts or Chamber Group students who also take weekly private lessons

Private Lesson Discounts

- 10% discount applies when one student takes 60 minutes or more per week from the same teacher. *Please Note: this is not applicable to siblings who each take 30 or 45 minutes from the same teacher.*
- 10% discount applies to private lessons for students in families supported by full-time ministry (see below)

Partner Church & Full-Time Ministry Discounts

Partner Churches

(on whose property we are invited to serve)

10% discount for private lessons, and 50% discount for group classes applies to congregation or staff members

Full-Time Ministry Discounts

10% discount for group and/or private lessons for families supported by full-time ministry (written verification required)

PAYMENT

1. What forms of payments do you accept?

We accept cash, checks (made payable to *The Music Place*), on-line payments or monthly eCheck payments (deducted from a checking or savings account).

2. How do I sign up for **eCheck automatic payment deductions?

From our website, simply download the form entitled *Authorization for Automatic Payment Deductions*, and mail or fax it with a voided check to The Music Place, (408)445-2806.

3. How do I pay online?

From our website (www.musicplace.com) click on the left menu item: "Make a Secure Payment" and follow the easy steps.

4. What if my child's class drops to 2 or fewer students? (It is no longer a "group".)

Parents may choose to pay the higher semi-private tuition rate OR continue the class with the understanding that group classes will be taught for 30 minutes until a 3rd child enrolls.

5. Why are there different tuition rates?

Rates for private lessons are determined by the education, experience, and effectiveness of the instructors. As a Music Teacher Training Academy, *The Music Place* offers lower Student Teacher rates at about half the cost of Master Teacher Rates.



When & How to Pay

1. When are payments due?

Monthly payments are due in full on the 1st and late after the 10th.

Invoices are not sent.

Late payments received after the 10th will incur a \$10.00 late fee per class.

Incomplete payments are also subject to a late fee.

Itemized statements will incur a charge of \$25.00 to past due accounts which require them.

Delinquent accounts of 45 days are subject to withdrawal and loss of deposit.

2. What should I do with my payment?

Private lesson payments made out to *The Music Place* can be given directly to the instructor.

Group class payments should be placed in payment mailboxes *where available* in multi-class campus lobbies

Automatic payments may include all family payments and are deducted from your selected account monthly during the first week of the month.

Financial Needs?

WE WANT TO HELP! Please call the office if you encounter either short or long-term financial difficulties to explore options like alternating classes, parent help exchange, lower apprentice teacher rates and scholarships.

We need to hear from you so we can do all we can keep a deserving student in lessons!

Withdrawals & Refunds

1. What if I need to withdraw?

Proper withdrawal requires:

- Written notice (by fax, letter, or e-mail)
- Receipt by the Main Office...
- On or before the 10th of the month in which the last lesson will be received.

This applies to all withdrawals and long-term absences of 3 weeks or more.

Upon request, (with proper withdrawal only) Notice Guarantee Fees, may be:

- held on account for future use
- applied to last month's tuition or...
- refunded within 30 days

Please Note: We do not refund or prorate tuition for mid-month withdrawals.

****For families on Automatic Payment eCheck Deduction plans, when necessary, applicable Notice Guarantee Fees (noted on reverse) will be withheld due to insufficient notice of withdrawal.**

Our Office Hours

Our Main Office is located in the Willow Glen area of San Jose, California at 1617 Willowhurst Avenue, 95125.

Monday	9-3
Tuesday	9-3
Wednesday	by appointment
Thursday	9-3
Friday	9-5
Saturday	1-4
Sunday	closed

PLEASE NOTE: Classes may be conducted before or after office hours (at the discretion of the teacher) until 8:30PM.

 **The Music Place**
ABSENCE POLICIES

Student Absence

What if my child is absent?

Make-up lessons are available when (1) 24 hours notice is given OR (2) the lesson falls on an official Music Place holiday. Lessons canceled with less than 24 hours notice are forfeited.








A. Group classes: one make-up class per quarter is given to each student. A missed class can be made up on the 5th week in a month.

B. Private Classes: the 5th week in a month is optional as a make-up OR an extra lesson charged at a single lesson rate.

Holidays & Vacations

What holidays does Music Place observe?

The Music Place office does not close on every federal holiday. On the following holidays the office is closed and no group classes are taught:




-  New Year's Day
-  Good Friday (starting at 12:00 PM)
-  Memorial Day;
-  4th of July
-  Labor Day
-  Thanksgiving Day and the day after
-  Christmas Break (12/25 through 1/1)

Are private lessons ever taught when The Music Place office is closed?

Yes, by appointment only. Please check with your student's instructor.

Do we pay for vacation absences?

In order to "hold" their spot during Summer (6/15-9/1) or Winter (12/20-1/2), students may pay only for classes taken, (at the higher single class rate) provided the following occurs:

-  7 days notice is given for absences
-  At least 2 classes per month are paid
-  Payments are made in advance

Teacher Absence

What if my child's teacher is absent?

Teachers may schedule make-ups for planned absences.

For unplanned absences The Music Place usually offers qualified staff substitutes.

When make-ups are not possible or desired, families may opt for a tuition credit toward the following month's tuition.

More Questions?



If you have other questions or need assistance in any way, please feel free to call us during our regular office hours (see next column) at:

(408) 445-ARTS (2787)
 or visit our website @



www.musicplace.com



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Effective January 1, 2007

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ENROLLMENT FEES

Registration Fees

Non-refundable, lifetime fee is due upon enrollment.

-  \$30.00 for an individual student
-  \$50.00 family registration option covers everyone in a family

Upon receipt of fees, students will be issued a *Music Place Class Confirmation Form* which will be used like a "ticket" to their first class.

Notice Guarantee Fee Options

MP offers a choice of 2 options to help ensure proper notice of withdrawal:

1. Enrollment in eCheck Deduction Plan*

Families may enroll in this plan in which payments are deducted monthly from a checking or savings account (and may be modified for credit with written teacher approval).




*For families on eCheck Deduction plans, applicable fees listed below will be withheld upon insufficient notice of withdrawal **OR**

2. Notice Guarantee Fees

Refundable Notice Guarantee Fees pay teachers in the event of insufficient notice of withdrawal.*

For group classes: \$30.00

For private and semi-private lessons:

-  30-minute lessons: \$40.00
-  45-minute lessons: \$50.00
-  60-minutes: \$65.00

*(See "Withdrawals & Refunds" on the reverse)



Policy Statement & Agreement Form

I understand and agree to The Music Place's policies itemized below. I have received a full policies brochure for my own personal records and information.


Signature of Parent/Responsible Party

Printed Name


Date

Printed Student Name(s)

PAYMENT POLICIES & PROCEDURES

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ABSENCE & HOLIDAY POLICIES

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