

# LESSON POLICY

REVISION JANUARY 1ST, 2017

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## **SCHEDULING BASICS**

Students meet their teacher at The Music Space every week at the same time during their 30-minute or hour lesson slot.

The student has a month-to-month commitment to The Music Space and the lesson slot is held indefinitely after signing up. A month's notice is required for permanent cancellation.

It is the student's responsibility to arrive on time with the lesson material suggested by the teacher during the lesson slot.

All scheduling questions must be directed to [schedule@themusic.space.com](mailto:schedule@themusic.space) or 410-321-9060. Questions about lesson material should be directed to the student's teacher.

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## **PAYMENT**

Each month, the student must pay for the teacher's lesson slot at the rate of \$30 per 30 minutes or \$60 per hour.

The first three lessons can be paid on a per-lesson basis. After that, the student must enroll in a monthly auto-payment plan that will automatically deduct from a credit card on the first of each month at the rate of \$130 for 30-minute lessons or \$260 for hour lessons.

An authorization form found at [www.themusic.space.com/s/autopayform.pdf](http://www.themusic.space.com/s/autopayform.pdf) must be completed by the person paying for lessons to enroll in autopay. Forms are also available to complete at the reception desk of The Music Space.

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## **STUDENT AND TEACHER ABSENCES**

If a student is unable to arrive for a lesson slot, a Reschedule Form (located online at [www.themusic.space.com/sched](http://www.themusic.space.com/sched)) must be completed and submitted by 9 a.m. on the day of the normally scheduled lesson slot. After submitting this form, the student will be directed to select another lesson slot for the rescheduled lesson.

If notification is not provided by 9 a.m. on the day of the student's lesson slot, the lesson will not be rescheduled, and the student will not receive credit for the missed lesson.

Because teacher availability is limited, no more than one rescheduled lesson slot will be allowed per month.

If the teacher is unable to arrive for a lesson, The Music Space will notify the student immediately and arrange for a substitute at the student's normal lesson slot time. If a substitute cannot be arranged, the student can either reschedule the lesson or be given a refund for the miss.



## **HOLIDAYS AND INCLEMENT WEATHER**

The following holidays will be observed by The Music Space:

*New Years Day*  
*Easter*  
*Independence Day*  
*Thanksgiving*  
*Christmas Eve*  
*Christmas*

Lessons falling on these holidays must be rescheduled by the student by completing the form at [www.themusicspace.com/sched](http://www.themusicspace.com/sched) **ONE WEEK** before the observed holiday in order to receive a reschedule credit. This reschedule credit must be used within two weeks of the observed holiday.'

The Music Space will be closed due to inclement weather when Towson University is closed. Towson University closings can be found at [www.towson.edu](http://www.towson.edu)

Even if the studio is closed, lessons will continue over FaceTime/Skype at the normal lesson time. As a courtesy, the student will receive an email from The Music Space on the date of questionable weather to confirm whether the lesson will be at the studio or over FaceTime/Skype. Once confirmed, the teacher will reach out to the student at the normal lesson time for the lesson. Credit for the missed lesson will not be given if the student wishes to take the day off.

Additionally, students are welcome to do a webcam lesson instead of their normal studio lesson at any time.



**THE  
MUSIC SPACE**

### **THE MUSIC SPACE, LLC**

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