



Mission Music Academy (MMA) Terms, Conditions, and Policies

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www.MissionMusicAcademy.org

Mission Music Academy provides quality music lessons to students of all ages to train, equip, and inspire students to grow in their musical craft and creativity.

SCHEDULING

- Clients select a lesson time within desired instructor's availability (view instructor availability online at www.MissionMusicAcademy.org).
- Clients pay for and receive up to 4 lessons per month (either half-hour or hour), at the same time each week with the same instructor.
- Lessons are scheduled to continue until further notice given to instructor and MMA
- Clients must provide a minimum of 2 weeks notice before discontinuing lessons, or be responsible to pay for remaining 2 lessons.

Planned Absences and Make-Up Lessons

- Clients can plan to be absent and are not responsible to pay for planned absences, if notice is given to instructor and/or MMA at or before the first lesson of the month
- If a lesson has already been paid for, but notice of a planned absence is given at least 24 hours in advance, client and instructor can arrange for a make-up lesson during their scheduled lesson day/time in a 5th week of an upcoming month.
- If the client misses a scheduled makeup lesson, that makeup is considered completed.

Unplanned Absences

- Clients are responsible to pay for unplanned absences in which instructor and/or MMA are not notified at least 24 hours prior to lesson time.

Tardies

- If student arrives late to their scheduled lesson, their lesson will only consist of as much time is remaining. However, the instructor can extend their lesson time if time permits.

LOCATION AND FACILITY INFORMATION

Vacaville Location:

Mission Music Academy - 6391 Leisure Town Rd. Vacaville, CA 95687

- Music instruction is held in the Music Academy studios on the campus of the Mission Church. (Enter parking lot, turn left, proceed around building to far west end.) Parents can either stay in the room with students and instructors, or sit in the waiting room.

Fairfield Location:

- Sharon Walton teaches Mission Music Academy piano lessons (beginning to advanced) in a home studio in Fairfield. Address provided upon lesson booking.

FINANCES

- Client pays for up to 4 lessons per month, (starting at \$25 per half-hour) up-front, at the first lesson of the month (by cash, check, credit card in person or online, or voucher)
- If payment is not submitted at the first lesson of the month, a 10% late fee will be added to the original amount each week until paid.
- If paying online, please provide proof of payment to instructor at first lesson of month, or email proof of payment to MissionMusicAcademy@gmail.com.

Paying with cash or check:

- Make out checks to “The Mission” include on Memo line: MMA, instructor’s name.

Paying online with credit card:

- Go to missionvacaville.securegive.com click “Give Online.”
- Client can proceed without creating an account by clicking “Give without an account”
- Use “Special Offering” field to input total for month
- Use “Include a Message” field to note: “Mission Music Academy - instructor’s name”
- Please provide proof of payment at first lesson of the month, or email proof of payment to MissionMusicAcademy@gmail.com.

Paying with Visions in Education Vouchers:

- Client brings a Mission Music Academy (Aaron Letinsky, DBA) V.I.E. vouchers for month. (Preferably entire month of lessons up front)
- Client presents voucher for each lesson, client both signs and dates vouchers

Lesson Books and Materials

- Instructors may require books and various materials for their lessons. Clients are responsible to purchase and bring their own materials to lessons.