



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

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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.

LOCATION AND FACILITY INFORMATION

Vacaville Location: 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 until stop sign, turn right.) 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 (beg. to adv.) in a home studio in Fairfield. Address provided upon lesson booking.

SCHEDULING

- Students select a lesson time within desired instructor's availability
- Students pay for and receive **4 lessons per month** (either half-hour or hour), at the same time each week with the same instructor, continuing until further notice.
- **Students must provide a minimum of 2 weeks notice before discontinuing lessons, or be responsible to pay for remaining 2 lessons.**

ABSENCES / MAKE-UP LESSONS

- **PLANNED ABSENCES** - Students can plan to be absent and are not responsible to pay for up to **1 planned absence per month, if notice is given to instructor and/or MMA at or before the first lesson of the month.**
- **EXCUSED ABSENCES** - Students can be absent and be eligible to receive a make-up lesson if instructor and/or MMA is **notified by 8:00pm the night before their lesson.**
- **MAKE-UP LESSONS** - The student 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 student misses a scheduled make-up lesson, that make-up is considered completed. If no make-up lessons are scheduled, then students do not have lessons during the 5th week.
- **UNPLANNED/UNEXCUSED ABSENCES** - Students are **not eligible for a make-up lesson and are still responsible to pay** if instructor and/or MMA is not **notified by 8:00pm the night before** lesson time.

Although we cannot guarantee a make-up lesson in the case of sickness or emergencies, please let us know of the situation as soon as possible and we can try to work with you.

- **TARDIES** - If student arrives late to their scheduled lesson, their lesson will only consist of as much time is remaining in their reserved time slot.

MAKING PAYMENTS

- Student is responsible to pay for up to 4 lessons per month (**monthly minimum of 3 lessons to reserve their lesson time slot**), up-front, at the first lesson of the month. (Payments can be made with 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.

Paying with Cash or Check:

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

Paying Online with Credit Card:

- Go to www.missionvacaville.securegive.com, click “Give Online.”
- Student 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:

- Student brings a Mission Music Academy (Aaron Letinsky, DBA) V.I.E. vouchers for month. (Preferably entire month of lessons up front)
- Student 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. Students are responsible to purchase and bring their own materials to lessons.