



Policies & Procedures Spring 2015 / Fall 2015

We welcome you back to another exciting year at The Mount Laurel School of Music! Please review and complete our 2015 Registration Form and Policies & Procedures form- effective as of Jan 1st, 2015 thru December 31st, 2015.

PRICING:

- All monthly tuition payments need to be received one week prior to their cycle to ensure their spot on the roster.
- All lessons must be paid by check or cash to your **individual instructor**.
- Payments after the month's start are subject to a \$20.00 late fee.
- Checks that are bounced or returned are subject to a \$30.00 processing fee.
- Lessons may be denied to students with unpaid balances after 2nd lesson of the month.
- There are no refunds on lesson fees.
- Please see your individual instructor for their cancellation/makeup policy.
- We require two weeks notice for the discontinuation of lessons.
- **TEACHER NON-COMPETE AGREEMENT.** All music teachers at the MLSM have a contract with Mount Laurel School of Music, Inc., that includes a non-compete clause they have signed and agreed to that states IF they leave Mount Laurel School of Music, for any reason, they are not permitted to continue teaching students of Mount Laurel School of Music, Inc., for a agreed period of time nor within a 15 mile radius of our location. If a teacher is leaving MLSM for any reason and asks a student to continue lessons with them outside of Mount Laurel School of Music, they are in violation of their agreement with Mount Laurel School of Music and any such action would be illegal and against Mount Laurel School of Music's policies.

SCHEDULING:

Student absences/Makeups: *Please consult with your instructor for their individual cancellation/makeup policy.*

Inclement Weather: In an effort to keep everyone safe during inclement weather we will need to cancel classes from time to time. For updates and closing confirmation please call (856) 722-0084 or log onto www.mtlaurelschoolofmusic.com.

Holiday Closings: We are closed on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Years Day.

Waiting Room: People under 13 years of age in the lobby are to be accompanied by a parent or guardian. We expect low volume levels while instruction is in progress.

Waiver: (Permission to use student image, voice, and recordings) The nature of our business includes and is not subjected to public performances, recitals, pictures, as well as audio and video recordings that may include your child. On some occasions, your child's image, video or audio recordings may be submitted to be used on our website or through social media. Your permission is greatly appreciated and helpful to promote the school and the many talents of its' students. Thank You!

Student: _____ Parent/Guardian Name: (if under 18 yrs.) _____

Student: _____ Parent/Guardian Name: (if under 18 yrs.) _____

Instructor's Name: _____

Circle one: I agree / disagree to waiver above.

By signing below, I state that I have thoroughly read and agree to the school policy and waiver above.

Signature _____ Date _____