

# LESSON POLICY

UPDATED SEPTEMBER 3RD, 2021

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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 time.

The student has a month-to-month commitment to The Music Space and the lesson time 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.

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

The first three lessons can be paid on a per-lesson basis at the rate of \$38.50 per half-hour or \$77 per hour.

After the trial period, 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 \$170 for half-hour lessons or \$340 for hour lessons. The monthly rate for three-student families is discounted 5% to \$161.50 per student.

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, 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. After submitting this form, the student will be directed to select another lesson time for the rescheduled lesson.

Please note that rescheduled lessons due to student absence are limited by teacher availability and cannot be guaranteed. Furthermore, no more than one lesson may be rescheduled per month.

If notification is not provided by 9 a.m. on the day of the student's lesson, the lesson may not be rescheduled.

If the teacher is unable to arrive for a lesson, The Music Space will notify the student and arrange for a substitute at the student's normal lesson time. If a substitute cannot be arranged, the student can either reschedule the lesson or be given a refund for the miss. All refunds for absences will be credited to the next month's autopay unless otherwise agreed upon.

If a student wishes to take a break from lessons, they may reserve their weekly time at a ½ rate.



## HOLIDAYS AND INCLEMENT WEATHER

The following holidays will be observed by The Music Space:

*New Years Day*  
*Easter*  
*Independence Day*  
*Memorial Day*  
*Labor 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) by the day of the holiday, 9 a.m.

The studio 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)

When the studio is closed due to inclement weather, 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.



## SOCIAL MEDIA

The Music Space reserves the right to photograph and video record students while at The Music Space for advertising purposes.

Care will be taken to minimally interrupt lessons and students will be notified that they are being photographed/recorded.

Photographs and videos may be posted and made public on The Music Space website and social media outlets.

All students have the right to opt-out of any or all social media outlets. Our opt-out form is found online at: [www.themusicspace.com/opt-out](http://www.themusicspace.com/opt-out)



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