**MuSix Studio and Services**

**STUDIO POLICY**

* Lesson times are reserved for the year, and weekly commitment to the time allocated is expected. Acceptable cancellations (illness or severe weather conditions) will be rescheduled at a mutually convenient time. All lesson credits must be made up during the year (September to August), and **will not be carried over to the following year.** Tuition may be refunded under exceptional circumstances only.
* Lessons must be paid for in advance by the month or year. Post-dated cheques and cash/e-transfer are an acceptable method of payment.
* Payment in cash or e-transfer must be received by the **first lesson of each month.** Payment by post-dated cheque must be **dated on the first of each month for the full year,** as posted on the tuition schedule.
* Payments per lesson or per month will incur a $5.00 extra fee per lesson. Payments paid for the year will be paid in monthly equal payments as posted on the tuition schedule which will be sent by email before lessons commence for the year..
* Tuition will be pro-rated if a student commences lessons after the first class stated in the yearly schedule.

**CANCELLATION POLICY:**

* Notice of **24 hours** must be given for all cancellations.
* **One month's notice** must be given prior to termination of lessons and all fees must be up to date.
* Lesson times are reserved on a yearly basis and as such a commitment is expected. Only three allowances will be made for lessons missed by students for the year, except for illness or severe weather conditions. All classes must be made up within the year. ***No lessons will be carried over to the next year.*** Tuition may be refunded only under exceptional circumstances.
* In the event of the teacher's cancellation, adjustments will be made.
* Time lost because of a student's lateness cannot be made up.
* We reserve the right to terminate lessons if expectations are not being met.