

PORTLAND MUSIC SCHOOL Student Policy

FEES: Tuition and materials fees are payable by credit or debit card via an invoice emailed to you, or by check. Please refer to the document *Portland Music School Fees* included in your Student Packet for payment options and due dates.

MISSED LESSONS: Consistent lesson attendance is of the utmost importance in order to assure musical growth. For absences other than illness, advance notice is appreciated. *Portland Music School does not give refunds or tuition credit for missed lessons.*

MAKE-UP LESSONS: You can request a makeup lesson if you cannot attend your regularly scheduled class. It is possible the makeup class will be in a group with other students.

TEACHER ABSENCE, CLASS CANCELLED: Every reasonable effort will be made to arrange for a make-up lesson if a lesson is cancelled by a teacher.

WITHDRAWALS: Formal written notification of withdrawal must be given to the office. Materials fees are non-refundable. The customer agrees to provide Portland Music School with advance written notice of 30 days when withdrawing. No refund is issued for any remaining lessons scheduled for the current month when a student withdraws. If tuition payment has been made in advance for more than one month, refunds will be prorated. No tuition discount will be allowed for early withdrawals.

CLASS CANCELLATION: Portland Music School reserves the right to cancel, reschedule, regroup, discontinue classes and lessons or reassign teachers as deemed necessary. Full refunds and registration fees are issued in the case of class cancellation due to insufficient enrollment or schedule change prior to first day of class.

PARENT/GUARDIAN ATTENDANCE: Parents, guardians, grandparents, friends, and siblings are not allowed to attend the lesson except for Preview Lessons (one or two parents), the first lesson (one parent), Junior Music Course (one parent every week) and performances (limited during Covid-19). Note regarding online lessons: parents, please be in earshot of your child's lesson in case there are tech problems.

PHOTO/VIDEO POLICY: Portland Music School reserves the right and may give permission to its photographer or outside media to photograph classes, programs and participants at our facility or other venues. Please be aware that these photos are for educational review or promotional purposes and may be used in future publications and media communications. By participating in Portland Music School classes and programs, you consent to the taking and publication of your and/or your child's photo/video for these purposes. Student names will never be listed. Please refer to the attached Photo/Video Release Form.

SOME ADVICE ON STUDYING MUSIC: You or your child's interest in music lessons may ebb and flow like all activities in life and may not always maintain a steady level. Some weeks the practice time will be easily managed and every day; other weeks it may be infrequent. Consistent attendance will aid in musical success whether or not the practice is steady, so do not skip class just because there hasn't been enough practice or because the student says he or she doesn't want to go to class. These fluctuations of interest are PERFECTLY NORMAL and should not signal an end to the musical training. If you are uncomfortable with any aspect of the lesson, please discuss it with your teacher before you make a decision to stop valuable musical training. If it becomes necessary for the student to terminate lessons, 30 days written notice is required.

CHANGES IN GROUP CLASS SIZE: Classes with 3 or more students meet for 50-minutes. Duet classes meet for 40-minutes. If a group class dwindles in size over time to only one student, the lesson will be 30-minutes.

PORTLAND MUSIC SCHOOL Student Policy pg. 2

COVID-19 RESTRICTIONS: All persons entering the school must wear masks.

- Parents may escort their children to the front door then wait outside. (Parents can peek in the windows from time-to-time but do not make your child uncomfortable by watching the entire class through the window.)
- Parents wearing masks are allowed to attend Free Preview Lessons, Junior Music Course (one parent), and performances.

WEATHER-RELATED OR OTHER SCHOOL CLOSURE: You will be contacted in the event of inclement weather or other emergencies. Please note that Portland Music School does not necessarily follow the weather cancellation decisions of the local public schools. Portland Music School does not issue refunds for weather-related cancellations or cancellations due to circumstances beyond the school's control. **Weather-related makeup classes are tacked onto the June schedule.**

PORTLAND MUSIC SCHOOL Student Policy pg. 3

Signed Agreement

SIGNED AGREEMENT: I have read and understood the Portland Music School Policy, and I agree to act in accord, including that I agree to give 30-days written notice of withdrawal in the event I decide the student must stop music lessons at Portland Music School.

Adult Signature _____ Date _____

Printed Name: _____

Student Name(s): _____

Student Name(s): _____

Student Name(s): _____

Student Name(s): _____

Photo/Video Release Form

PHOTO/VIDEO RELEASE FORM: I, the undersigned, do hereby grant permission to Portland Music School to post photos/videos of myself and/or my child(ren), hereinafter referred to as "Materials," on the Portland Music School social media accounts, website, newsletters, brochures or any other promotional media or educational resource.

I hereby release you, your owners, and employees from all claims and demands arising out of or in connection with any use of said "Materials," including, without limitation, all claims for invasion of privacy, infringement of my right of publicity, defamation and any other personal and/or property rights.

I acknowledge and agree that no sums whatsoever will be due to me as a result of the use of the "Materials" or any rights therein for Portland Music School newsletters or publications.

Adult Student -- Indicate one (1) of the following:

- Yes, I agree to the above statements, and hereby grant permission.
- No, I would not like my photo/video released, but I have read and understand the form.

Adult Student's Signature _____ Date _____

Parent of Minor Child(ren) -- Indicate one (1) of the following:

- Yes, I agree to the above statements, and hereby grant permission.
- No, I would not like my child(ren)'s photo/video released, but I have read and understand the form.

Parent/Guardian Signature _____ Date _____

Printed Name: _____

I acknowledge that my child is under 18 years old and lacks the legal capacity to enter into binding agreements. Accordingly, I have read this Release and consent to my child's inclusion in the "Materials" will not contest the rights-granted in this Release and shall assist and support you in any and all legal proceeding for affirmation of this Agreement, should you choose to have a court of law affirm this Agreement.

Child's Name: _____ Child's Name: _____

Child's Name: _____ Child's Name: _____