

## East Bay Center for the Performing Arts Private Lesson Fees & Policies

Please read, sign and return on copy of this agreement before, the first lesson. It is important to us that you know and understand our policies.

### Fees:

- The fees are
  - **30 minutes**      **\$23.00**
  - **45 minutes**      **\$31.00**
  - **60 minutes**      **\$40.00**
- A non-refundable, annual registration fee of \$30.00 individual and \$50.00 family is requested for all EBCPA students. The fee becomes due and is charged every year in September, except for those who paid this fee after May 1<sup>st</sup> of the same calendar year.
- A returned check fee of \$15 will be assessed if your check cannot be processed by EBCPA.

### Billing:

- Upon registration, you will be charged a four-lesson deposit. The deposit is not payment in advance. It will be credited against your final bill or refunded upon termination of lessons.
- You will be billed on a monthly basis for all schedule private lessons. Our billing cycle is from the 4<sup>th</sup> Monday of each month through the 3<sup>rd</sup> Saturday of the following month. Current charges are due and payable in full by the 10<sup>th</sup> of the month. An unpaid balance becomes delinquent after the 15<sup>th</sup> of the month.
- You will be charged for all of your scheduled lessons. Private lessons are assumed to be ongoing throughout the year (except when the Center or Outreach facilities are closed) and are not affected by our session of group classes.
- A late fee of \$5.00 may be assessed for payments postmarked after the 15<sup>th</sup> of the month.
- A returned check fee of \$15 will be assessed if your check cannot be processed by EBCPA.
- Students with outstanding balances over 60 days, will not be able to attend their lessons until your account is current or payment arrangements have been made with Letty Mejia (510-323-2495) or Kwesi Anku (510-323-4495)

### Trial lessons:

Students may sign up for 1 trial lesson with a teacher before signing up for private lessons. The fee (based on the fee schedule above) must be paid in cash the Registrar prior to the lesson. The 4-lesson deposit is not required.

### Student Absences:

- Always notify us by calling the Absence hotline: 510-221-6354, absence e-mail [absent@eastbaycenter.org](mailto:absent@eastbaycenter.org), or your child's instructor at (Jefferson) if you or your child cannot attend a scheduled lesson.
- Vacations / Temporary Drop:
  - If you wish to interrupt your schedule lessons, parents (not students) must give a minimum of two weeks notice to both the teacher and the appropriate staff, to not be charged for those missed lessons.
- Other Absences:
  - Any absence with less than two weeks notice will be charged to you as a scheduled lesson. However, if you give at least 24 hours notice for an absence due to illness or emergency, you teacher will make every effort to give you a make-up lesson. Make-up lessons are, however, not obligatory on the teacher's part and are subject to availability

# DEEP ROOTS WIDE WORLD

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- Termination:
  - You may terminate your scheduled lessons by informing the appropriate staff at least two weeks prior to your last lesson. The Center will also consider your lessons terminated if you fail to give at least 24 hours notice for two consecutive absences and also fail to contact the Center about any intentions to continue your lessons. In either case, an appropriate deduction will be made from your initial deposit to balance out your account. You will receive a confirmation of termination with an applicable refund within two weeks of your last lesson.

### **Teacher Absence:**

Because of the personal relationship between the teacher and the student, we don't encourage substitute teachers for short-term absences (one or two weeks) of our faculty. However, in the case of an extended absence of your teacher, we will make every effort to provide you with appropriate substitutes if you like. You will be notified as soon as possible and will not be charged for any lessons the teacher missed.

### **Staff Notification:**

- You must notify the Registrar of any change to your private lesson schedule, including time and/or length or lesson before such change is in effect.
- Notification regarding any change must come from the parent of the person responsible for payment.
- It is your responsibility to notify us if you did not receive your bill or if your telephone number or address changes. You are still responsible for payments.

### **Discounts:**

- Full paying private instrument students may take on e group class at half-price. This discount is not transferable to other family members.
- Immediate family members may take private lesson at \$2.00 discount.

### **Holidays:**

No lessons are scheduled during the holiday listed in the brochure. Please mark these days on your calendar. The business office is also closed to the public during the Winter Break.

### **Materials:**

For the first lesson, please provide a blank music manuscript book (notebook with music lines). It will be used for assignments and messages to you from the teacher. Other music books will be suggested by your teacher and should be purchased by the second lesson.

### **Location of Lessons:**

All private lessons (including makeups and rescheduled lessons) must take place at the Center, an Outreach site or at a *pre-approved* alternate site.

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I agree to follow the policies stated above

Name of Student: \_\_\_\_\_ Site: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instrument: \_\_\_\_\_