

Great Lakes School of Music

Terms & Policies

Registration: There is a non-refundable, non-returnable & non-transferable registration fee of \$25 per student or \$35 per family payable at the time of registration. **Students who Withdraw from GLSM for a period longer than 1 month must pay a Registration Fee when re-enrolling.**

Paying for Lessons: Monthly tuition is recurring on the first of each month through automatic payment via credit card or checking account. In addition, lessons may be purchased online.

Student Absences: Students are eligible for rescheduling missed lessons provided that 12 hours notification of absence is given. **Rescheduling private lessons is the students' or parents' responsibility and must be rescheduled on GLSM Mindbody Online Portal.** Lessons may be scheduled online within 30 Days of purchase date or within 60 Days of purchase date for students who have purchased the 8 Lesson Package; Rescheduled lessons are based upon teacher availability on GLSM MindBody Online Scheduling Portal. Emergency cancellations will be handled on an individual basis.

Teacher Absences: GLSM will make every attempt to provide a substitute teacher in the event a teacher cancels. If GLSM is unable to provide a substitute teacher, the lesson will be rescheduled.

Inclement Weather: When the building needs to be closed due to inclement weather, Great Lakes School of Music staff makes every attempt to notify students by email or phone (text). GLSM does not follow the public school open/close schedule. Lessons or classes will be made up during the summer.

Injuries: Students, parents, family and legal guardians of minor students waive the right to any legal action for any injury sustained at Great Lakes School of Music premises resulting from normal lesson activity or any other activity conducted by the students before, during or after lesson time.

Discontinuing Lessons: **To discontinue recurring lessons and tuition, a Withdrawal Form must be completed by the 15th of your last month. Credits or refunds are not issued for any missed lessons or classes. There is a \$10 Withdrawal Processing Fee per student or \$15 per family to terminate automatic, recurring tuition & lessons. This fee does not apply to students in which lessons are booked online or nonrecurring.** All Students Withdrawing from GLSM for a period longer than 1 month must pay a Registration Fee when re-enrolling.

Credits / Refunds: These are not issued for any purchased private lessons or classes in which the student has missed. Any lessons or classes in which the student is dissatisfied with will be handled on an individual basis.

Photo Release: Great Lakes School of Music is granted permission to take photographs or videos of students to use in brochures, websites, posters, advertisements, DVD's and other promotional materials which we create. Permission is also granted for us to copyright such photographs in its name.