

*jan williams*  
SCHOOL OF MUSIC & THEATRE

2019/2020 POLICIES

**ENROLLMENT:** Our private lesson enrollment runs concurrently with fall and spring school semesters.

**A thirty-day notice to your teacher and school director, Kristi Cleary (kristi@janwilliamsmusic.com), is required to discontinue lessons at any time.**

**LESSONS:** There are 36 weekly lessons (includes time off for holiday breaks) divided into 9 equal monthly payments due the first week or the first lesson of each month. You may pay tuition online, pay your teacher by check, or drop a check into the tuition box in the lobby. **Please mark your child's name and teacher in the memo section check.** Your teacher will not receive payment until you have paid for lessons.

**\*FEES:**

<b>Annual Enrollment Fee:</b>	One student: \$15.00, two or more: \$25.00
<b>30-minute private lessons:</b>	\$ 120.00 per month – additional \$2.00 discount for a sibling only
<b>20-minute private lessons:</b>	\$ 74.00 per month - additional \$2.00 discount for a sibling only
<b>45 minutes:</b>	\$ 170.00 per month*
<b>60 minutes:</b>	\$ 220.00 per month*

\*45 min & 1 hr lessons are already discounted & do not qualify for additional sibling discount.

<b>Theatre Classes:</b>	Depends on class - see website for rates.
<b>Group Classes:</b>	Varies, depending on type of class and length of time.

**Tuition is due at your FIRST Lesson each month. All tuition must be paid by the 12<sup>th</sup> of the month to avoid a \$25 late fee. Habitual late payments of 3 consecutive months will be required to set up recurring credit card payments online. Make checks payable to: JWSM or Jan Williams School of Music.**

**MAKE-UP POLICY:** If you or your student miss a lesson, it may not be deducted from your monthly tuition. Missed lessons by the teacher will be made up or credited to your student's account. Your teacher will not make-up any lesson a student misses other than for an emergency or illness. Contact your teacher or Kristi to discuss instances of extended illness. All make up lessons are subject to the teacher's discretion. Missed lessons due to trips, sports, parties, Dr.'s appointments, etc. will not be made up. Group lessons cannot be made up unless the same class by the same teacher is offered on another day.

**HOLIDAYS & SNOW DAYS:** Lessons do not take place the weeks of Thanksgiving, Christmas (the last two weeks of December) and Williamson County School's Spring Break. **Scheduled lessons take place during weeks of all other holidays.** See website at the For Students/Policies page for complete holiday schedule. For weather related cancellations or closure, check the studio phone number, (615) 371-8086, and the red banner at the top of our home page at [www.janwilliamsmusic.com](http://www.janwilliamsmusic.com). **Your teacher will call you to cancel if they are not teaching lessons for any reason and give you a make-up or credit.**

**RECITALS:**

*We strongly encourage your student to participate in recitals for the experience of performing in public.*

**2019 Christmas Recitals: Dec 6 & 7**

**2020 Spring Recitals: May 1 & 2**

**SUMMER LESSONS:** We have many students that continue throughout the summer. We strongly suggest that your student take at least (6) lessons during the summer months so that they continue to musically progress. The purchase of (6) summer lessons + May Enrollment Fee will hold your fall lesson day and time slot with your teacher. **The enrollment fee must be paid to retain your current teacher for the fall.**

*If you experience any concerns or problems with your lessons or classes, communicate such items with your teacher. If further assistance becomes necessary, you may reach out to Kristi.*