

# Boulder Drum Studio



## Policies

### Payment Policy

All tuition and fees are to be paid in full at registration as detailed on the registration form. The minimum registration period for private lessons is six weeks for any program. For new students, tuition must be submitted at least two days prior to starting a program or class. The student is considered enrolled for a program once the tuition and registration form have been received. For renewals, tuition must be submitted by the last lesson of each program to insure your slot for the next program. The student's fee for non-sufficient or uncollected checks is \$30.

### Attendance and Make-Up Policy

At the beginning of any program, specific days and times for lessons are agreed upon between parents/guardians, students and the school. If the student is late to a lesson, any make-up time given at the end of the lesson will be at the school's discretion. Regular attendance is expected. As soon as possible the student should notify the management office (not the teacher) of any absence for any reason. This does not exempt the student from payment as contracted. Cancellations within 24 hours of the lesson will be forfeited. Make-up lessons are permitted during the program, but only at the teacher's discretion and availability. Make-up lessons are only available within seven days of the canceled lesson and must be requested by the student. Make-up lessons are only added to the end of the program if the teacher cannot provide a make-up lesson within the seven day period. If a teacher is absent, either a qualified substitute teacher will be provided or a make-up lesson will be scheduled during the program at the teacher's discretion. Make-up lessons cannot be rescheduled once they are booked. If the student misses a scheduled make-up lesson, that lesson will be forfeited. The lesson program will continue as usual in the event a replacement teacher becomes permanent.

### Snow Days

Boulder Drum Studio will close when Boulder Valley School District closes due to inclement weather. BDS will place a message on the school's website and the telephone answering system regarding storm cancellations. Make-up lessons may be rescheduled at the discretion and availability of the teacher.

### Registration/Refund Policy

Students are considered registered for an assigned program until the management office receives and approves a written request to withdraw. Notification of withdrawal from lessons or classes must be received in writing by the management office and is effective from the date the written withdrawal is received, not the date of the last lesson attended. Teacher notification is not considered formal notice of withdrawal. A student's program will be canceled if two or more lessons are missed without written notification and the remainder of the tuition fees will not be refunded.

If a student discontinues instruction before the third lesson of a program, a refund will be given for 75% of the remaining tuition. Refunds will not be issued after the third class or lesson except under extraordinary circumstances with written request. Registration fees are non-refundable. In the event of prolonged absence due to an emergency, written requests for refunds will be considered on a case by case basis by the management office.

### Liability

By enrolling at BDS, parents or legal guardians agree that BDS shall in no manner be liable for any accident, injury, loss, theft, or damage which may be sustained on the premises in conjunction with any school-related activity or function. Children under the age of 12 may not be left unattended on BDS premises. Children (under the age of 12) arriving for lessons or classes are to be escorted to their teacher and met in the waiting room at the end of each lesson. BDS is not responsible for musical instruments or any personal belongings left on the premises. The student is responsible for any damage to the school's property that he/she incurs.

### Privacy

Your privacy is protected. Personal information on file with the Boulder Drum Studio is used solely for the purpose of maintaining school records. Boulder Drum Studio will not share or sell your personal information. We do not send spam e-mail. Your e-mail address is only used for school related notifications and announcements.

*By enrolling at Boulder Drum Studio you agree to uphold BDS policies, procedures, and tuition plans. Policies subject to change without notice.*