



Bell's Studio's Policies

Effective as of September 1, 2019:

Our objective is to define our policies clearly and concisely. If you have any questions regarding the policies below, please ask before registering.

Payment Policy:

1. Payment must be made by term. Payment must be made by the second lesson of the term in full.
2. Each term, a schedule will be made to reflect the number of lessons per term which can change from term to term based on holidays and dates. Parents should regularly check the schedule to stay up to date on lessons.
3. There are NO refunds for the registration or tuition fees. Exceptions to this rule are documented illness or injury, or a family emergency, which prevents the student from participating for one month or more. In this case a credit may be issued at the discretion of management.
4. \$100 will be charged for any returned cheques.
5. Students with outstanding accounts will be unable to register and start classes for the new term until the account is paid in full.

Lateness/Absences:

1. If a teacher is late, the time will be made up at a later, agreed upon time.
2. If a student is late, the time will not be made up.
3. A student who is habitually late may be asked to withdraw from lessons.
4. Any lessons missed by the teacher will be made up. If this isn't possible during the time allowed, the lessons will be credited.
5. Students are obligated to pay for the time-slot provided for the lesson. Regardless if notice has been provided for an absence, the student must pay for the time.

Classes:

1. It is important that students take their lessons seriously. Students are expected to practice regularly, do their homework, and attend classes on a regular basis.
2. For students under 16, it is imperative that parents/guardians check their child's notebook and stay updated on their child's work.

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3. A student may be asked to leave music lessons due to discipline problems, lack of practice or poor attitude.¹
4. Students must come to class prepared. This includes: their instrument (when applicable), any music books or tools, and a composition book.²
1. Parents/guardians should regularly check the online calendar (bellsstudio.mymusicstaff.com) so they are aware of the beginning of each term as it may not necessarily align with the school's term.
2. An online portal is available for students to track their work, and for parents/guardians to track lessons and fees. Please request the login information from your teacher.

I have fully read and received a copy of the above policies. I realize my signature indicates understanding of Bell's Studio's policies and is given as part of the consideration for services charged at Bell's Studio.

Parent/Guardian Signature:

Date: _____

¹ Student's should be progressing in their studies and will not be able to do so without regular attendance and good study habits.

² This is dependent upon the requirements of the specific teacher.