**The Music & Arts Institute**

**Private Lesson Policies & Registration**

**Location:**

* All lessons are taught at University Place Presbyterian Church. We request that a parent accompany their child to the lesson and remain at the lesson or just outside of the door during the duration of the lesson.

# Tuition:

* The rate for private instruction is $27 per 30-minute lesson, $40 for 45 minutes, or $54 for 60 minutes. There is an annual $10 registration fee that is charged upon registration.

**Payment Options:**

* Tuition for the first 4 lessons will be collected with registration, along with a yearly $10 registration fee. You may then pay at the beginning of each month or several months in advance. You will **not** be billed every month. It is your responsibility to pay by the 5th of each month.
* Tuition can be mailed to the church or dropped off in the secure mail-drop box in the door of the UPPC church office. You may also pay with online bill pay with your bank or pay online at uppc.org/mai.

**Attendance Policy:**

* Regular attendance is expected of all students. You are reserving that lesson time for your child and if he/she is unable to attend, the teacher has no obligation to find another time for an additional lesson. **There will be no credit or refunds for missed lessons**. Occasionally an instructor will have to cancel a lesson, which will be made up or a credit will be issued to you.
* Lessons will not take place on national holidays. Your teacher may offer a make-up lesson on another day that week.
* Contact the teacher directly if your child will not be able to attend his/her lesson.
* Please give your child’s teacher two weeks notice if you will be discontinuing private instruction. If not, you will be billed for those lessons.
* In case of inclement weather, please call the church office at 253-564-2522 or refer to the website (UPPC.org) for church closure information. Lessons will be made up if the church closes.

**Recital and Performance Opportunities:**

* Recitals will be scheduled each term and it will be at the discretion of the instructor as to who will participate.
* There may be opportunities for MAI students to play in worship services at UPPC throughout the year. It is at the discretion of the teacher.
* There will be several performances scheduled at local retirement homes and other local events throughout the year that will be open to all students.