

# 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:

- One month's tuition 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 5<sup>th</sup> of each month.
- Tuition will be prorated for students who start mid-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](http://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.
- In case of inclement weather, please call the church office at 253-564-2522 or refer to the website ([UPPC.org](http://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 will be opportunities for MAI students to play in worship services at UPPC throughout the year.
- There will be several performances scheduled at local retirement homes and other local events throughout the year that will be open to all students.