

String Theory School of Music
2011-2012 Registration and Handbook Information
860-691-8022 www.stringtheoryschoolofmusic.com

Registration:

- You may register in our office for our Fall, Spring, or Summer sessions.
- A \$50 registration fee per family will be charged for each semester to reserve your time slots. Time slots are not guaranteed until a student is registered.
- One thirty minute trial lesson may be scheduled for a \$25 fee prior to registration. (Recommended for new students.) 60 minute trials are \$50.
- Kinderband! Registers quarterly with no registration fee.

Payments:

- Tuition may be paid in full or on a payment plan.
- All payment plans must be credit card secured. We will only bill your card in the event that you carry a balance on the day of your last regularly scheduled lesson.
- We accept cash, checks, and online credit card payments.
- Please note that payment plans are a courtesy to the student from our school and must be paid in advance of lessons.
- All payments are due in consecutive months.
- All registered students are responsible for full tuition in the semester in which they are enrolled.
- Students who choose not to complete the semester are still responsible for the total balance on their tuition.
- Planned payments are due by the 10th of each month.
- No cash refunds.

Attendance:

- Teacher cancellations must be made up or credited to the student by the end of the semester.
- Student cancellations may be made up during the semester at the convenience of the instructor or during the makeup week scheduled at the end of each semester.
- If you miss a rescheduled lesson, it is considered fulfilled.
- No-shows – cancellations without notice or a phone call that day will be considered fulfilled.
- Reschedules – Rescheduled lessons are credited based on who makes the appointment! If your teacher calls you to reschedule, it is for their missed lesson! Teachers will not make calls to students to reschedule. It is the responsibility of the student/parent to actively reschedule their missed lessons.
- Makeup week – students wishing to take advantage of our makeup week should schedule their appointment by the day of their last lesson for the session.

****Please note:** Here at String Theory, we have the most flexible make up policy of any local studio business. We impose no strict rules on the number of lesson you may reschedule. However, we ask that you understand that any teacher's ability to make up your missed lessons becomes less as the number of lessons you miss increases. **We can make no guarantee that missed lessons numbering more than three in a semester will be made up.** We will, however, do our best to accommodate all of your needs to the best of our abilities. Egregious use of our tolerant policy will be discussed with individual students as necessary, but we request that everyone be reasonable and respectful of their teachers' time.

Schedule: Private lessons may begin at any time during our scheduled sessions. Each Semester is 18 weeks long with one makeup week. Quarters are eight weeks with one make up week. Summer Session is 8 weeks long. Please look carefully at our calendar and/or website for detailed schedule information.