To all Parents and Students:

Welcome and thank you for choosing Brennan Music Studio to guide you in your musical education! As a student/parent, you have agreed upon a specific day and time to meet one on one with your teacher. Your teacher reserves that time solely for you so please try to honor that commitment with a consistent attendance as well as prompt payment.

Tuition at Brennan Music is $100 per month, which includes 4, half-hour, weekly lessons. We do offer 45 or 60 minute lessons and payment is adjusted accordingly. Invoices are sent via email and **payment is due promptly by the first lesson of each month**.

Our payment options include:

* **Check**
* **Cash**
* **Chase QuickPay**. You do not need to be a Chase member to use this option. Simply enroll online at [www.chase.com](http://www.chase.com) and use QuickPay from your computer or mobile phone.
* **PayPal**. You can make PayPal payments from our website at [www.brennanmusicstudio.com](http://www.brennanmusicstudio.com)

Should you need to cancel or reschedule your weekly lesson, your teacher requires a **24-hour notification** to do so, and is only obligated to reschedule for you once per month. In the event of an illness or emergency, we request a minimum of **1-hour** notification prior to the lesson. If any lessons are missed without proper notification, your teacher is not obligated to reschedule. Also, if you are unable to attend a makeup lesson, your teacher is not obligated to reschedule (i.e. we don’t makeup makeups!).

Every month, there is a fifth week occurrence. For example: July 2018 has 5 Mondays and Tuesdays. When this occurs, we do not charge for the extra lesson. Instead we use these extra lessons to cover either a previous or future absence and it is up to the discretion of your teacher how this is applied.

If you are going to have an extended absence, you will not be billed however you will run the risk of losing your time slot. If you would like to maintain your lesson time and day, you can pay in advance to hold your slot.

Once again, thank you for choosing Brennan Music Studio. We are honored to share our expertise to nurture each individual’s growth and passion for music!

I have read and understand the Brennan Music Studio attendance/make-up policy.

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Signature date

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Print name

*Please sign and return this page to your teacher. Keep page 1 for your reference.*