



1169 Deerfield Place, Highland Park, IL 60035 (847) 861-4240

STUDIO POLICIES

Welcome to the *Silbernik Music Academy!*

The ***Silbernik Music Academy*** offers outstanding private guitar, piano and ukulele lessons to students starting at age seven. All skill levels, from beginner to advanced, are welcome.

Please review this “Studio Policy” as it sets out the rules that our studio has established to enable things to run smoothly.

WEEKLY PRIVATE LESSONS

- Private lessons occur at the same time, and on the same day each week.
- Invoicing for tuition occurs on a monthly basis at the end of each month, for the upcoming month.
- Payment is due prior to the first lesson of the month.
- **Private lesson tuition:**
 - *Monthly tuition for 30-minute lessons* *\$160.00*
 - *Monthly tuition for 45-minute lessons* *\$240.00*
 - *Monthly tuition for 1-hour lessons* *\$320.00*
- There is no commitment beyond the monthly timeframe. However, we assume that lessons are ongoing until we receive notification to the contrary.
- Students are expected to attend their lessons every week at their scheduled day and time (See “Attendance Policy” section).
- ***There are no makeup lessons, refunds or credits for lessons missed by the student.***
A student who does not attend a lesson will simply miss the benefit of that lesson. This includes extra-curricular activities (soccer, volleyball, etc.), work activities, vacations, etc.



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While we understand that these types of activities inevitably occur, no credits will be issued for lessons that are missed as a result of them.

- At times, we may elect to offer a lesson credit due to an extenuating circumstance. However, this is completely at the discretion of the Silbernik Music Academy.
- If you need to change your regular recurring lesson time, we will be happy to change it to another available time slot.

TUITION & PAYMENT

- Invoicing for tuition occurs on a monthly basis at the end of each month, for the upcoming month.
- Payment is due on or before the first lesson of the month.
- There is no extra charge for months containing an extra week (5 weeks), which amounts to 4 or 5 free lessons per year.
- Payments are non-refundable.
- Current acceptable payment methods are cash, charge card or check payable to the ***Silbernik Music Academy***.

ATTENDANCE

Students are expected to attend all sessions for which they are registered.

Please understand that when you register for lessons, we reserve your selected timeslot on our schedule just for you. There are only a fixed number of timeslots available in which to schedule students.

Unlike “durable goods” that can be returned to the merchant and then resold for the original price, we are unable to do anything else with a time slot once we have reserved it.

Missed lesson policies:

- *There are no makeup lessons or rescheduling of missed lessons.*



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- *There are no refunds or credits for lessons missed by the student.*
- *No credits will be issued for cancellations occurring with less than 24 hour's notice, except emergencies and illness. In the rare event of an emergency, credits for missed lessons are at the sole discretion of the **Silbernik Music Academy**.*
- Credits are applied to the upcoming month's invoice.
- Lesson times cannot be extended due to late arrival.

Exceptions to these attendance policies are at the sole discretion of the **Silbernik Music Academy**. (See the "Cancellations", "Teacher Absences" and "Holiday Closings" sections of this document.)

CANCELLATIONS

Please keep the following points in mind if you need to cancel a lesson:

- There are no refunds or makeup lessons for cancelled or missed lessons.
- If you do need to cancel a lesson, please give us as much advance notice as possible. (Cancellations received with less than 24 hours notice are not eligible for credits.)
- Approved credits (see "Attendance Policy section") for missed lessons will be applied to the upcoming month's invoice.
- Previous comments notwithstanding, we expect that students will attend their lessons at their scheduled times.

ILLNESS

- **STUDENTS WHO ARE ILL SHOULD NOT ATTEND LESSONS!**
- Please do not attend your lesson if you or anyone in your household is sick, has any cold/flu/gastro symptoms or has received a positive Covid test result in the last 7 days.



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- In the event that you need to miss a lesson due to illness, please contact us with as much advance notice as possible. We will **NOT** charge you for lessons missed due to illness. In such cases, a credit to your account will be issued.
- ***Students arriving to their lesson who appear to be ill will be sent home!***

EXTENDED TIME OFF

If you must miss lessons for more than three consecutive weeks, but wish to continue as a student, you may choose from the following options:

1. Discontinue lessons, and then re-enroll upon your return. If you choose this option, re-enrollment is subject to availability. Your preferred time/day will not be reserved for you.
2. Reserve your lesson time by continuing to pay monthly tuition.

TEACHER ABSENCES

The ***Silbernik Music Academy*** reserves the right to miss lessons due to illness or other occasional event.

In the event of such cancellations, we will inform you as soon as possible and issue a credit to your account.

HOLIDAYS AND CLOSINGS

The ***Silbernik Music Academy*** closes on some national holidays, and for other reasons that may arise, such as vacations and illness.

In such cases, the ***Silbernik Music Academy*** will inform students of such closing.

In the event that a closing occurs on a date for which a student has already remitted tuition, a credit will be issued for the missed lesson.

DROP-OFF AND PICK-UP

Parents are responsible for making sure that their child arrives safely to their scheduled lesson(s) and returns from their lesson(s) safely. Neither the Silbernik Music Academy, nor



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anyone affiliated with it, is liable for any injury or damage that may occur during going to or from lessons.

The policies in this document are subject to change at any time. Current policies are posted on our website located at <https://silbernikmusicacademy.com/policies.asp>