

# WELCOME TO THE AUSTIN SCHOOL OF MUSIC!

## ASM POLICIES & STUDENT COMMITMENT

### PAYMENT POLICIES

- Lessons are paid on a monthly basis. Payment is due at the first lesson of every month. A late fee of \$5.00 per week will be added to your tuition if amount is not paid in full by the second lesson.  
\*There will be no refunds.\*
- Payments may be made by Cash, Check or Credit Card (MC, Visa, Discover, American Express).
- Please make all Checks payable to: THE AUSTIN SCHOOL OF MUSIC.  
(Not to your instructor or Strait Music.)
- ASM policy is that a \$20 fee will be added to your tuition for any returned Checks (NSF). Any student who writes 2 NSF Checks will no longer be allowed to pay by Check.

_____ PLEASE INITIAL THAT YOU HAVE READ THE ABOVE PAYMENT POLICIES. Initial
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**Easy Pay Option:** You may sign up to have your Credit Card kept on file and automatically debited each month for lessons.

Would you like to sign up for Easy Pay?  Yes  No

**Three Month Payment Discount:** If you pay for (3) three months at one time you will receive one free lesson. Additionally, you will only have to pay one Office Fee of \$7.00 for the three month period. (Complete months only – no vacation days, holidays or other considerations allowed.)

### CANCELLATION POLICIES

- Cancellations and other schedule changes must be made with your instructor, so please keep their contact numbers on hand. Please check with your instructor concerning holidays and other individual policies.
- Students are allowed (1) one cancellation within a three month period with 24 hours prior notice. All other missed lessons must be paid for.

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Any time you are discontinuing lessons for a month or more, ASM must receive a <u>written</u> 2 week notice to release your financial obligation. Phone calls or verbal agreements with staff members or instructors will not be accepted.	

### ADDITIONAL COMMENTS

- Please feel free at any time to contact our office with any questions or concerns you may have.
- If for any reason you are dissatisfied with your lessons and/or your instructor, please let us know immediately.

*We at the Austin School of Music want your experience with us to be an excellent one.*

*If for some reason we have not met that standard, please let us know.*

\_\_\_\_\_  
Signature of person responsible for payment

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Please Print Name and Date

## HAVE FUN LEARNING AND PLAYING!