

# Manzi's Music, Inc. Policy and Agreement Form

## Semester Policy

Our Fall Semester Begins August 9, 2010 and ends December 16, 2010

Please refer to our Fall 2010 semester calendar for dates that we are closed.

## Class Policy

Classes are generally comprised of 3 to 5 students who are near in age and ability level. Our instructors will determine the appropriate number of students for each class. Classes will meet 18 times during our Fall Semester. Classes will follow the Manzi's Music, Inc. Schedule of Classes and Semester Calendar. Manzi's Music Inc. reserves the right to change class times and/or days as may be necessary.

Private Lessons – One on one instruction with a 30 minute lesson time. (Follows same policies as classes)

## Canceled Class Policy

In the event that Manzi's Music, Inc. must cancel a class, Manzi's Music, Inc. will reschedule the canceled class or private lesson to another time during the semester. No refund or credit will be given for canceled classes or private lessons.

## Substitute Teacher Policy

Manzi's Music, Inc. reserves the right to assign substitute teachers to any of our classes or private lessons as may be necessary.

## Absence Policy

Manzi's Music, Inc. will not provide a make up class for students that are absent from class. No refund or credit will be given for students who are absent from scheduled classes or ensembles.

## Fees

Late Fee	\$15.00 if payments are not received by the 3 <sup>rd</sup> day of a month.
Returned Check Fee	\$25.00 minimum plus any additional bank fees

## Payment Policy

All fees and payments are due in full by the first day of each month.

Registration Fee must be paid at time of registration.

Manzi's Music, Inc. accepts full semester payment by cash, check, or major credit card. We will accept monthly payments by cash or check only!

## Payment Options

Option #1 Pay for the entire semester at time of registration

Option #2 Pay for the semester in monthly payments

## How to make your monthly payments

1. Place your payment into our payment drop box near our front desk (cash should be paid in person)
2. Mail payment (Checks Only, Never Mail Cash) to Manzi's Music, Inc. 1629 Shepherd Road Lakeland, FL 33811

## Refund Policy

**All payments paid to Manzi's Music, Inc. are non refundable.** If a medical emergency keeps a student from completing a semester, the student will receive a credit for time missed to be used as a credit toward the next semester of classes.

## Student Image/Information Policy

Manzi's Music, Inc. is very proud of its students. Students will have the privilege of having their picture, video, and name on our website to celebrate their progress and achievements (i.e., student of the month, passing auditions, progressing to a new book, music honors, recitals and other performances, etc.) It is agreed that consent is given to publish the name and image (picture or video) of the student on our website. [www.manzismusic.com](http://www.manzismusic.com)

Children should never be left unattended! Parents/guardians are expected to stay on site at all times while their child is at Manzi's Music, Inc. unless the child has been officially checked in at one of our Summer Camps.