



Springfield Music & Arts Center
311 Laurel St. Springfield GA
[**Info@SpringfieldArtsCenter.com**](mailto:Info@SpringfieldArtsCenter.com)

Policies for the School of Music

Discounts

- Enrolled students of the Springfield Music and Arts Center receive a 10% discount on retail purchases made in the SMAC store.

Monthly Billing

- Tuition payments are due on the 1st day of the month lessons are given. **The monthly charge for weekly, 30 minute lessons is \$115 and may be paid by check, or credit card. Students paying by cash or automatic draft will be charged \$90 a month.**
- Tuition is considered late after the 7th day of the month. After the 7th day of the month, a \$20.00 late fee will be assessed. We will attempt to contact you, but if we are unable to make contact with you by the next scheduled lesson, the student will be removed from the schedule and you will be billed for the unpaid tuition and late fee.
- Lessons have been reserved for you at a specific time and day. This is your time for which you are responsible until you provide notice. Notice must be provided in writing to the teacher by the 15th day of the month prior to discontinuing. Failure to follow this policy will still result in your account being charged the monthly tuition fee. If payment is not received, your account will be turned over to a collections agency.
- Music books and accessories are an essential part of private lessons. Please expect this expense when enrolling for lessons. These items may be purchased at the front desk.

Single Lesson Billing

- Adult students may choose to schedule a lesson on an as needed/as available basis. A thirty minute lesson may be scheduled for a fee of \$30. A sixty minute lesson may be scheduled at a cost of \$60. Payment is due at the time of scheduling. Scheduling is based on teacher availability and space.

Attendance

- Students are expected to attend each lesson on the day and time that has been reserved for them. In the event a student is not able to attend their lesson, 24 hour notification must be provided to the teacher.
- There are no refunds or credits for lessons missed by the student. This includes any and all religious, bank, and government holidays for which the Springfield Music and Arts Center School of Music remains open. Click [here](#) for the School of Music calendar.
- In the event a teacher cancels or misses a lesson and is not able to schedule a make-up lesson, the student will receive a credit for the missed lesson.
- Rescheduling and/or make-up lessons are not the policy of the Springfield Music and Arts Center. An individual teacher may elect to offer a make-up lesson due to an extenuating circumstance, however this is completely at the discretion of the teacher and is subject to teacher schedule and space availability.

Pick-up and Drop-off

- Students should arrive on time for lessons, and should be picked-up on time from lessons. Teachers and staff of the Springfield Music and Arts Center are not responsible for students prior to or after their lesson. Failure to provide prompt delivery and pick-up of your student will result in a suspension of services.

Practice

- Practice is expected and indispensable for progress

Courtesy

- Students and their family members are expected to treat the teachers and staff of the Springfield Music and Arts Center in a courteous and respectful manner. Failure to do so can result in a suspension of services.

Property

- Students are financially responsible for the repair or replacement of any Springfield Music and Arts Center property that is accidentally, or intentionally damaged. Failure to do so can result in a suspension of services.