



FOUNDATION MUSIC SCHOOL

Private Lesson Cancellation Policy

Private lessons are a semester commitment. A semester is 16-weeks during the fall and spring, and 6-weeks or 8-weeks during our summer sessions.

When you commit to private lessons, your child's success depends on your commitment to attend. Please plan carefully to avoid cancellations. If you must withdraw from private lessons, please refer to the following guidelines:

Private Instrument Lessons

FMS offers one free preview per child before a commitment is made to private lessons. Once you confirm your lesson day/time with your teacher, the commitment has been made to pay for the semester in full (or the semester pro-rated if lessons begin after our semester has begun) and to continue with your instructor until written cancellation is provided. **Written notice must be provided by the 13th lesson of the fall/spring semesters or by the end of July for the summer session. Private lessons are continuous, flowing from one semester/session into the next, unless you provide written cancellation to your instructor/FMS.** FMS does not provide private lessons on a week-to-week basis. We strongly encourage students to complete the entire semester/session of lessons.

Four equal payments are due during the fall and spring semesters. Fall payments are due in August, September, October and November. Spring payments are due in January, February, March and April. Summer payments are due in June and July. **If you choose to discontinue lessons, kindly notify your teacher with a written notice by the 13th lesson of the fall/spring semesters or by the end of July for the summer session.** If a situation arises where a student is unable to attend for the entire semester, tuition is still due for the month in which the cancellation occurs. In addition, a cancellation fee equal to one month tuition may apply and a pro-rated account credit will be given if payment was received in advance. Unfortunately material fees are not refundable.

Please refer to our attendance policy for missed lessons and/or late cancellations.