



# Studio Policy

**Contact:**

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## Studio Policy

**Monthly tuition is a flat rate of \$95.** Our current monthly rate is based on 45 lessons per year and is divided into 12 equal monthly payments.

**All tuition payments are due by the 7th of each new month.** Tuition payments made after the 7th are subject to a 10% late fee. Tuition payments can be paid monthly, quarterly, bi-yearly or yearly.

Tuition payments can be made in Cash, Check, BillPay or Venmo. Please make checks payable to: **Kenosha Conservatory of Music.**

**Tuition rates are locked in for the entire term that students are actively enrolled in private lessons.** Students that withdraw or suspend lessons and re-enroll at a later date will be subject to current tuition rates.

All Tuition includes: All Lessons, Recitals, Classes & Clinics.

With the completion of any Free Trial, One Month Trial, Special Offer, Gift Certificate or Coupon the **KCoM will charge a one-time registration fee of \$25.** The registration fee is only due if the student continues lessons.

Students wishing to **withdraw or suspend lessons** must give a **mandatory two week notice.** Students will be charged for the last two weeks of lessons once notice is given.

Students that withdraw or suspend lessons will not be refunded for paid lessons. A credit will be kept on file.

**The KCoM does not offer make up lessons for missed or canceled lessons.** Students may request a rescheduled lesson with a **mandatory seven day notice prior** to the missed or canceled lesson. All students must contact the KCoM to cancel or request a rescheduled lesson. **Teachers can not cancel or reschedule lessons.**

**The KCoM will be closed the entire week(s)** of Easter (Spring Break), Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Years (Winter Break). Please see our online Academic Calendar for exact dates of Holiday closures.

In the event that an instructor unavailable to teach, the KCoM will call in a sub to teach all scheduled lessons. If a sub is not available to teach, the lesson(s) will be rescheduled at a later date.

**Lesson changes due to Public Safety, Extreme Weather and Snow Days** will be determined by the KCoM. The KCoM does not follow any other schools, businesses or public service when determining the change of lessons due to public safety, extreme weather and snow days. **The KCoM maintains the right to change all face to face in person lessons to virtual video lessons when issuing Public Safety, Extreme Weather and Snow Day lesson changes.** All changed lessons will remain scheduled as normal and will be taught as virtual video lessons and not face to face in person lessons.

**All correspondence must be made through the KCoM.** Instructors cannot Reschedule, Cancel, Withdraw or Suspend any private lessons.

The KCoM reserves the right to change, modify, add, or remove portions of this policy.

Please follow us on Facebook, Instagram & Twitter for all the latest updates.

Text is our preferred method of communication. Please texts all concerns to 262.653.1033