



## 2022-2023 Studio Policies

The Studio Policies for Playhouse Merced are as follows. Each student, as well as a parent/guardian of students under 18 years, must sign and return before enrollment will be complete and lessons can begin.

### ENROLLMENT

- Preview lessons are encouraged and available for those who want to explore programs with our studio. The cost is \$15 and is due before joining the lesson. You may preview as many of the different classes as you would like (one time only). After the first preview, you are encouraged to enroll in the class that best suits your goals and interests.
- To enroll in lessons, students (and/or parent/guardian) must fill out, sign and return:
  - **Registration Form**
  - **Studio Policies** acknowledgment
  - **Behavior Agreement**
- Prior to the first lesson, tuition and studio/material fees must be paid. (See **Tuition** and **Fee Schedule** for more information.)

### ATTENDANCE

- Lessons are given once a week- same time and location- with the exception of the Home school and After school MDT Conservatory which rehearse 2-3 times each week depending on performances.
- Lessons are offered on a per session basis.
  - Fall Session** is September-December.
  - Winter Session** is January- April.
  - Summer Stage** is June-July
- Students are expected to attend all of their scheduled lessons each session. Tuition is billed by session, but can be paid monthly. Playhouse Merced does not prorate individual lessons, but will prorate sessions based on date of enrollment and extenuating circumstances.
- We ask that students arrive to all lessons prepared and ready- including water, food, & restroom needs. If the instructor feels you have not sufficiently prepared according to the **Behavior Agreement**, the instructor may forfeit your lesson without refund.
- A **Calendar** is available on [www.playhousemerced.com](http://www.playhousemerced.com) for the studio year showing days when lessons will not be held due to holidays or instructor vacations.
- Each session features a recital, showcase, or production and students are encouraged to prepare and share their growing talents with their family, friends and community. Preparation is mandatory.

## TUITION

- Tuition rates for **Private** lessons:

Weekly Lesson Length	All Sessions
30 minutes, once a week	\$85/mo

- Tuition rates for **Home school and After school MDT Conservatory**:

Weekly Lesson Length	Fall Sessions	Winter Session
120 minutes, 2x's a week	\$340/session or \$90/mo	\$340/session or \$90/mo

- Tuition rates for **Early Childhood Classes**:

Weekly Lesson Length	Fall Session	Winters Session
45 minutes, once a week	\$140/session or \$40/mo	\$140/session or \$40/mo

- Tuition rates for **Youth Classes**:

Weekly Lesson Length	Fall Session	Winters Session
60 minutes, once a week	\$180/session or \$50/mo	\$180/session or \$50/mo

- Tuition rates for **Adult Classes**:

Weekly Lesson Length	Fall Session	Winters Session
60 minutes, once a week	\$180/session or \$50/mo	\$180/session or \$50/mo

## FEE SCHEDULE

- Classes are non-refundable but we are happy to reschedule you into another class- with the exception of specific extenuating circumstances. These include death in the immediate family, job re-locations more than 40 miles away, or loss of job. Extenuating circumstances must be proven with requested documentation and no refunds will be issued without written agreement from the Education Director and guardian and/or student.
- Tuition can be paid at the beginning of each session or can be divided into payments for a small monthly fee.
- Monthly payments are automatically deducted on the first of each month and/or prorated by enrollment date.
- For those who wish to register in person instead of online, please make checks payable to Playhouse Merced. All cash payments must be submitted to the office manager or bookkeeper and you will receive a receipt. Instructors cannot take cash payments.
- Late payments and returned checks will be charged \$10/week until tuition has been paid for the month/session and will cap at \$40. After which student will be suspended for one (1) session.
- Students/families who enroll in 2-3 courses will receive a 10% discount per course.
- Students/families who enroll in 4 or more courses will receive a 15% discount per course.
- Tuition will be reviewed annually and may be subject to increase at the beginning of each Fall Session. Any increase in tuition or fees will be posted and/or emailed 30 days before change. Please ensure that we have the correct email address for you.
- There will be a \$30 materials fee collected annually for all lessons- whether or not you participate or enroll in each session annually. This fee will be invoiced at the beginning of each Fall semester.
  - This pre-paid fee is used to pay for scripts, music curriculum, books, supplies, and other materials throughout the year. This is in addition to tuition. Discounts cannot be applied to fees.
  - As a service, the studio purchases materials for students and deducts the costs of these materials from the student's fee balance. Most materials will belong to the individual student and students are responsible for keeping materials in good working order.
  - At the end of each year (four sessions), any remaining materials fee balance will be carried forward to the next year.
  - If the materials required for your course(s) exceed the initial material fee amount, the instructor will discuss options before acquiring new materials on behalf of the student and/or studio and bill accordingly.
  - Instructors will never ask for material or studio fees that have not been agreed to in writing.

**I understand the Studio Policies as they have been outlined and I agree to follow them as I participate in Playhouse Merced's Studio and Conservatory programs and performances.**

Student Signature:

Date:

Parent/Guardian Signature:

Date: