

## DTC Music School Rule Book

As of September 1, 2018

### **I. Payment Schedule**

#### **Schedule A**

Purchase 4 Lessons in advance. Except holidays, you have 4 weeks to complete.

#### **Schedule B**

Purchase 16 lessons in advance. Except holidays, you have 5 months to complete.

#### **Schedule C**

Lesson by appointment, with 10% extra.

### **II. Lesson Cancellation policy**

1: Cancellation within 24 hours will incur a full lesson fee. Make-up lessons are available with advanced notice. For family emergencies, makeup lessons or breaks are admitted.

2: Make-up lessons cannot be made up, once they are set up.

3: Skipping lessons for the students' reasons is not allowed.

4: The school is running for 365 days a year, but religious holidays, school breaks, homecoming breaks are encouraged.

5: Teacher's cancellation will be made up or fully credited.

### **III. Referral credit**

When students bring new students, 10% of the lesson fee of the new students is credited to the student as long as the new student continues the lesson. It's not applicable to siblings.

### **IV. Office Hour**

Office hours are available for parents and advanced students by appointment.