



2022 - 2023 Calendar Year and Lesson Policies

Music Lessons will begin on Tuesday, September 6, 2022 (day after Labor Day)

MTEC will be closed the following days:

	Thursday, November 24 through Saturday, November 26 (Thanksgiving Holiday)
	Monday, December 19 through Tuesday, January 3 (Winter Break)
	Friday, April 7 (Good Friday) and Saturday, April 8 (Observance of Easter)
	Saturday, May 27 and Monday, May 29 (observance of Memorial Day)
	Monday June 12 through Saturday June 17 (Summer Break)
	Monday, July 3 and Tuesday, July 4 (observance of Independence Day)
	Saturday, September 2 through Monday, September 4 (Labor Day)

You will be automatically re-enrolled in lessons. A 30-day written notice to the co-directors is required to end lessons. You can reach the co-directors at maggie.mcallister@mttecincorporated.com and jessica.wallner@mttecincorporated.com.

Lessons cancelled by instructor will be made up. If a make-up is not possible due to scheduling issues, payment will be credited.

A student absence without prior notification to MTEC does not constitute a make-up. In the case of sudden illness, emergency, or a minimum of 24 hours' notice, a student is allowed **4 make-up lessons per year**. Additional student absences will not be made up, nor will payment be credited to a student's account.

Credits will be evaluated and dispersed after each make-up week.

Throughout the lesson year, there will be 4 make-up weeks. Regularly scheduled lessons do not occur during these weeks. Therefore, these weeks will not be billed but can be used for make-ups per your instructor's availability. Instructors are responsible for scheduling and communicating make-up lessons.

These make-up, non-billed weeks are:

	Monday, December 12 through Saturday, December 17
	Monday, April 10 through Saturday, April 15
	Monday, June 5 through Saturday, June 10
	Monday, August 14 through Saturday, August 19

All schedule changes are to be communicated with the co-directors.

Students are expected to arrive on time; lessons starting late will end at the regularly scheduled time.

Payment is due at the first lesson of each month; an invoice will be emailed with specific lesson dates listed. Lessons will be billed monthly. Payments received late (beginning the second week of the month) will incur a **\$10 late fee**.

Appropriate music/lesson books will be purchased as needed with family permission, and an invoice for cost will be emailed, due upon receipt.