

New Jersey Music School

"Musical Excellence to the Next Generation"

POLICIES & AGREEMENT

Revised 03/27/2025

School Hours

For updates and changes to school hours, please visit our website at www.njmusicschool.com.

NJMS will notify students via text on the day of their lesson or provide prior announcements for school closures due to weather conditions. Unless otherwise notified, the school will remain open. For information about holiday closures and school recesses, please visit our school calendar at www.njmusicschool.com/calendar.

Communication

The best way to communicate with the school is via text at 201-423-3307 or through Kakao Talk (ID: NJMS). Students may also call at 201-423-3307.

Registration Fee

A non-refundable one-time fee of \$125 per student is required at the time of registration.

Lesson Schedule

Students are expected to be on time for their scheduled lessons. If a student arrives late, the lesson will not be extended or rescheduled. Parents are responsible for picking up their child promptly at the end of the lesson. Please note, an automated text reminder will be sent two days before the scheduled lesson time. When students are scheduled for extended lesson (e.g., +15 minutes), please disregard the text showing a later lesson starting time. The number from which the text is sent is computer-generated and should not be used for communication with the school.

Missed & Make-Up Lessons

Missed lessons may be eligible for make-up if: (1)The absence is reported by the parent 24 hours prior to the lesson. (2)The lesson is canceled by the teacher or the school (including closures due to weather conditions or national holidays). (3)A same-day cancellation is made before 10:00 AM due to illness (limited to two cancellations per calendar year).

The school is not obligated to provide refunds or make-up lessons for: (1)Same-day cancellations made after 10:00 AM or missed lessons without prior notice ("No-shows"). (2)All lessons during NJMS school recess periods.

Tuition will be prorated to the account on file or credited toward the next payment (for cash payments only) if a student cancels six or more consecutive lessons in advance, or three or more consecutive lessons for once-a-week program students. Please note that NJMS does not guarantee the student will retain their current schedule upon their return. If a student misses any lessons that are not part of a continuous cancellation, a make-up lesson must be scheduled.

It is the student's responsibility to schedule and track all eligible make-up lessons, including those canceled by the school. All make-up lessons must be scheduled within two weeks of the missed or canceled lesson. Any lessons not scheduled within this timeframe will be considered "forfeiture."

Once a make-up lesson is scheduled, it cannot be missed or rescheduled.

If the assigned instructor is unavailable, the school may schedule a make-up lesson with a substitute instructor.

No Return or Transfer of Lessons

This registration is on a month-to-month basis, meaning students are not bound by a long-term contract. Upon submitting a program termination request to NJMS: (1)The Termination Date will always be set to the last day of the month in which the request is submitted. (2)Any prepaid lessons for the remainder of the registration period cannot be returned, transferred, or credited, including to other students (such as siblings or friends). (3)Any remaining banked lessons will not be refunded, credited, transferred, or rolled over beyond the Termination Date. NJMS may be unable to schedule all banked lessons within the Termination date due to limited availabilities.

Tuition & Program Changes

NJMS reserves the right to increase tuition rates for any or all programs with prior notice. Please note that tuition rates and program structures may change automatically as a student progresses to the next level (please refer to the Program and Tuition form for details).

Special Programs

Students may register for special programs offered by the school during or in the middle of their regular NJMS program. Special programs include, but are not limited to, Summer and Winter Programs. When a special program is offered, the regular program will be placed on "freeze" status until the completion of the special program.

Applying for Audition, Competition and Level Test

Students may apply for auditions, competitions, and level tests with the approval of their instructor. Each application requires a one-time preparation fee of \$150. Students also agree to pay any additional fees required and recommended by NJMS for extra lessons, piano accompanists, rehearsals, recording, and editing. For more details, please refer to the "Other Fees" section on the Program & Tuition form.

Waiting for Parents

Parents must drop off and pick up students from the parking lot located at the front of the building. Parents of students aged 7 or younger may enter the building for drop-off and pick-up only. Parents are not permitted to wait inside the school and building, including in the building lobby during the lesson. All students must be instructed by the parents to wait inside the school until they are safely escorted to the parking lot by one of our staff members or picked up by the parent/Guardian after their lesson.

Discounts

Discounts for the second and third child, as well as instrument discounts, will be automatically renewed as long as the qualifications are met. Both discounts apply to the lesser of the two monthly tuition amounts.

Photo Release

NJMS may use photos of students taken during lessons or events for publicity and marketing purposes, including but not limited to the NJMS website, Facebook, and Twitter.

_____ Initial

Tuition Payment & Options

Tuition must be paid on or prior to the lesson. Monthly tuition and instrument rental payments are due (or debited for ACH payments) on the 1st of every month. Any extra lessons scheduled outside of regular lessons will be charged separately at the "per lesson rate" in addition to the monthly tuition. There are two available options for recurring tuition payments: (1) ACH (with checking account information provided), (2)Cash Payment. No other forms of payment are accepted. A \$45.00 late fee will be applied to payments made after 5th days of the month. Please note, NJMS does not provide monthly invoices or receipts for payments.

Miscellaneous Item Purchases & Other Fees

Students may purchase miscellaneous items, such as books, strings, bows, etc., directly from the school. Payments for these items and Other Fee items (refer to Program & Tuitions Form) can be made via cash, check, or ACH. NJMS will send a separate payment authorization via text to the student. By initialing below, the student authorizes NJMS to provide the requested items in advance without delaying the lessons and agrees to make payment upon receipt of the authorization text.

_____ Initial

Parent/Guardian

(if student is under 18 years old)

I am the parent or lawful guardian of the child registered and, as such, I accept responsibility for any damage caused to the facility or other students' instruments by the actions of my child, and I agree to indemnify NJMS for any damages arising from those actions.

I agree to adhere to the School Policies above.

Signed by Parents / guardian

Date

Print Name : Parents

Print Name : Student