



**The St. Louis Christian
Music Center**
a ministry of
**Our Redeemer Lutheran Church,
Overland**

musiccenter@ourredeemerstl.org

STUDENT CONTRACT

Purpose. A ministry of Our Redeemer Lutheran Church, the purpose of the St. Louis Christian Music Center is to tell the good news of Jesus to residents of Overland and the greater St. Louis area. Our professional studio music lessons and service-based performance opportunities pair God's Word and Christian music using "David's Harp" hymn-based resources.

Enrollment. The St. Louis Christian Music Center is available to all students ages 5 or older. Each student must complete a registration form signed by a parent or legal guardian authorizing participation and tuition payment agreement. Classes will be individual musical instrument instruction.

Student Conduct. Students are expected to conduct themselves with respect.

Student Dress Code. Students are expected to dress and present themselves in a safe, non-offensive, and non-disruptive way. Students are expected to dress in concert attire for recitals and other performances.

Student Absences

1. **Planned Absence.** If a student knows in advance that he/she will miss a lesson then he/she must notify the teacher at least one week in advance of the absence. If this is not done, the teacher is not obligated to make up the lesson.
2. **Unplanned Absence.** If a student is unable to attend a lesson because of illness, family emergency, transportation problems, etc., then the student or parent is expected to contact the teacher directly as soon as possible.

Please note that it is the policy of the St. Louis Christian Music Center that teachers do not make-up lessons for last-minute student cancellations or no-shows and lesson fees will still be assessed.

Tuition. Tuition rates can be provided to you by the instructor. Tuition is paid by the month or semester and is not a “per lesson” fee. Tuition for each semester covers the exact number of 14 classes that your instructor will offer. There are extra weeks built into each session for holidays, inclement weather, sickness, or other commitments. You are always guaranteed that your instructor will be available for 14 classes per semester.

Payment Procedures. The instructor will finalize his/her per lesson fee with you, with the total possible per lesson fee being no more than \$30 per half hour. In addition to the lesson fee, a \$50 annual nonrefundable registration fee will be charged for the first child each academic year (the registration fee for additional children in the same household is \$25 per child).

Each semester consists of 14 lessons. Lessons can be paid for by the semester or by the month. Once the instructor and the student's family agree on a tuition amount, the instructor will communicate to the Financial Administrator the amount and the Financial Administrator will electronically invoice the family.

Lesson fees may be paid by ACH (preferred), PayPal (fees will apply), or by check brought to the first lesson of each month (*a secured money box will be available into which the instructor will deposit the check*). Families paying by ACH payments will need to talk with the Financial Administrator to set up ACH payments. Checks returned for insufficient funds will incur fees.

If a student begins lessons in the middle of a semester, then tuition will be pro-rated.

Late Payments. Tuition is due before the first day of each semester or month. The St. Louis Christian Music Center is not able to offer more than one lesson during a semester until the tuition is paid.

Attendance. Students should arrive a few minutes before their scheduled class time with their assigned lesson materials. No refunds or credits can be given for missed lessons due to unexcused student absences. Excused absences include illness or death of a family member. Excused absences will allow lesson make-up at the instructor's discretion.

Sickness. To prevent the spread of illness, we require students to be fever-free for 24 hours before their lesson.

Snow Days and Other Closings. The St. Louis Christian Music Center will be closed for various holidays throughout the year. Students will be notified of these closings in advance. Teachers or administrators will notify students or parents in the event of an emergency or weather-related closing. There are weeks built into each session to allow for canceled classes due to holidays and inclement weather. Therefore, no refunds or credits are offered for lessons canceled on these days.

Withdrawals. We request that students who choose to withdrawal from the St. Louis Christian Music Center give advance notice as possible. No refunds or credits can be given if a student withdraws in the middle of a semester.

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STUDENT REGISTRATION FORM

To register, this completed form can be 1) scanned as a .pdf file and emailed to musiccenter@ourredeemerstl.org or 2) sent to Our Redeemer Lutheran Church (attention Music Center), 9135 Shelley Avenue, Overland, MO 63114. This registration form will be kept by the St. Louis Christian Music Center and shared with the instructor.

Student name: _____

Age: _____ Lesson Instrument: _____
(we offer lessons in piano, organ, voice, and all brass instruments)

Please list any prior musical experience:

Parent/Guardian name: _____

Phone: _____ Email: _____

Preferred method of contact (circle one): Phone Text Email

Additional parent/guardian name: _____

Phone: _____ Email: _____

Preferred method of contact (circle one): Phone Text Email

Emergency contact name (Optional): _____

Phone: _____

Name/city of home church, if applicable:

Authorized Pick Up Persons

Name

Relationship

Phone

1. _____

2. _____

Can The St. Louis Christian Music Center use pictures of student in promotional materials?

(Circle)

Yes

No

We have read the Student Contract and will abide by the policies and procedures of The St. Louis Christian Music Center.

Student Signature

Date

Parent/Guardian signature

Date



Thank you for your registration. Once the registration is received and processed, a Music Center Instructor will contact you to schedule lesson times and the Music Center's Financial Administrator will contact you to set up a payment method.