

# OLENKA SCHOOL of MUSIC POLICIES & WAIVER

## OSM PAYMENT & DISCOUNT POLICIES

- 1) **Cash/Check Discounts** are available for semesterly payments. \$5 off for 10-week semesters. \$10 off for 20-week semesters.
- 2) **Friend Referral Discounts:** Current student receives **\$15 tuition credit** for each friend referred that enrolls in a 10-20 week class or one month of private lessons. Your referred friend will receive a **\$15 tuition credit** as a welcome gift to OSM.
- 3) **Priority Registration Discounts:** Current OSM students are invited to pre-register to receive additional discounts during Priority Registration weeks. Additionally, this is the time for students to keep a spot in their preferred class time.
- 4) **Monthly Payments** are available for 20-week classes and private lessons with automatic payments only. A signed agreement authorizing OSM to charge a valid, current credit card is required with monthly payment plan. Monthly payments will be charged the 8th of each month.
- 5) **Payment Methods:** Cash, Check, MC, Visa, Discover.
- 6) **TUITION PAYMENTS MUST BE PAID PRIOR TO ATTENDING CLASSES/LESSONS. INSTRUCTORS ARE NOT RESPONSIBLE FOR ACCEPTING PAYMENTS.** Mail/Deliver payments to OSM at: 9520 Berger Road, Suite 104, Columbia, MD 21046

## ADDITIONAL OSM POLICIES

- 1) **Annual registration fee of \$25 for new students and \$15 for returning students** is paid once per OSM school year (Aug-July). This is a non-refundable fee. Students joining OSM in the summer (June-Aug) pay a \$10 registration fee.
- 2) OSM is contractually forbidden by Music Together LLC to give refunds for materials after the semester begins.
- 3) **Inclement Weather:** Call 410-309-0770 or check our website at [www.OlenkaSchoolofMusic.com](http://www.OlenkaSchoolofMusic.com) for schedule changes. OSM does not follow HCPSS closure recommendations.
- 4) **Holidays:** All class meeting dates & prescheduled OSM closures are published by class day on the **OSM Yearly Calendar**. All lesson dates and prescheduled OSM holiday closures are published on the **OSM Private Lesson Tracker**.
- 5) **Recitals:** Students will be informed by OSM Office or Private Instructor as performance opportunities arise.
- 6) **Adult Supervision:** All children under 13 yrs. old must be supervised by an adult before/after attending classes or lessons. Students must remain in designated waiting areas and are not allowed to be in classrooms/practice rooms unsupervised.
- 7) **Cell Phones/Electronic Devices:** please set electronic devices to silent/vibrate while in studios to eliminate disruption of classes and lessons. **Personal Devices may not be used in classrooms. Please step out of classrooms if you must use your device.**

### Music Together Classes:

By enrolling in a Music Together class at OSM, a licensed Music Together center, you agree that any information you provide will be shared with Music Together Worldwide (MTW). For information about how MTW uses and stores your personal information, we encourage you to review the MTW Privacy Policy at [musictogether.com/privacy-policy](http://musictogether.com/privacy-policy).

### OSM WAIVER CLAIM:

In consideration of the right to participate in such programs, the undersigned releases and discharges OSM and its Employees from any and all claims, demands, actions or damages of any kind arising from participation in OSM programs. I have read and understand the OSM Cancellation/Refund Policy and I am responsible for the remittance of all tuition payments.

I agree to the terms outlined in **ALL** the above **OSM Policies and the OSM Waiver Claim** and further agree to abide by the **OSM School Handbook policies**. Please pick up a copy of our **OSM School Policies** for further information.

\_\_\_\_\_  
Parent/Guardian Signature Date

## OSM GROUP CLASS POLICIES

- 1) **Withdrawing from Classes:** If a student must withdraw from a group class, OSM will refund the payment minus the non-refundable registration fee as follows:
  - Withdraw before 1st class = 100% refund
  - Withdraw after 1st class = 50% refund
  - Withdraw after 2nd class = 0% refund*Exceptions, at the discretion of OSM, may be made in cases of prolonged illness or permanent relocation.*
- 2) **Make-Up Classes:** Students are allowed two (2) make-up classes per 10-week semester. Make-ups must be taken during the same semester as the missed class. **Make-ups may be scheduled through the main office or on Eventbrite.com and must be completed during the same semester as missed classes.**
- 3) **No credits will be issued for missed classes.**
- 4) **Materials Fees** are included in group class pricing.
- 5) **Parent Participation is required** for all Music Together® and Primer/Beginner Level Keyboard Classes.
- 6) **Sibling Participation:** All unregistered siblings visits must be scheduled through OSM office in advance to ensure classes are not overcrowded. **A prepaid guest fee is required prior to sibling attendance. Exception:** Siblings 8 months and under may attend Music Together® classes FREE with a paid sibling.
- 7) **Behavior:** Children deemed disruptive might be asked to leave the classroom until such time as they are ready to return to class calmly, follow directions, and participate without disruption.

I have read and agree to the OSM Group Class Policies above.

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Parent/Guardian Signature Date

## OSM PRIVATE LESSON POLICIES

- 1) **Absence from Private Lesson:** A minimum of **24 hours** advance notice directly to your instructor is required prior to missing a scheduled lesson.  
  
Please DO NOT contact OSM Office to reschedule lessons. It is the sole responsibility of the student to exchange contact information with their instructor for the purposes of canceling or rescheduling lessons.
- 2) **Private Lesson Make-Ups:** Students are allowed two (2) make-up classes per 10-week semester. Make-ups will be scheduled at the discretion of the instructor and must be completed during the same semester as missed lessons.
- 3) **No credits will be issued for missed classes.**
- 4) **Monthly Tuition** covers 4 lessons and *does not* vary by length of the month or closure due to prescheduled OSM Holidays. *Please pick up a copy of our Private Lesson Tracker for reference.*
- 5) **Materials:** Additional fees for materials may be periodically billed to student account at the request of instructor.
- 6) **Withdrawing from Private Lessons:** Requests for cancellation must be made **in writing and delivered or emailed to the OSM office two (2) weeks prior to cancellation** in order to receive a prorated refund of prepaid lessons minus any applied pre-payment discounts.

I have read and agree to the OSM Private Lesson Policies outlined above.

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Parent/Guardian Signature Date