

Tuition and Payment - The Buell Institute of Music

Payment for the month is required **in full** at the beginning of each new month (the actual date depends on when you start). Payment is collected through recurring membership at curtbuell.com. Go to <https://www.curtbuell.com/plans-payments> to set up your account, select your membership, and choose a payment option.

***The \$45 **registration** must be paid first by submitting the form at CurtBuell.com/lessons.

- Tuition is based on **enrollment, not attendance**.
- Although the tuition is paid monthly, it is *not calculated by the weekly lesson*.
 - Some months will have 5 lessons. The extra lesson is factored in to your monthly tuition rate and will account for instructor holidays, vacations, etc. (instructor will take 4 weeks of vacation per year; your extra lesson in these months covers this).

Missed Lesson Policy (Students)

- If you miss a scheduled lesson, you are eligible to receive a pre-recorded lesson from CurtBuell.com/shop. **Private makeup lessons (rescheduling) are not offered.**
- If you know you are going to be absent for a scheduled lesson, please message me in Teams. You will be given a code to redeem your make-up lesson at CurtBuell.com/shop. Instructions are provided in the message you'll receive back from me.
- Please be on time for your scheduled lessons. A tardiness of 10 min. or more will be considered an absence and you will be unable to join the scheduled video call.
- All BIM student correspondence must be submitted via email or Teams (not through text).

Instructor Policy

Your instructor is committed to giving you the highest quality of instruction in a consistent, punctual manner. Every effort to meet you *FTF* for your lessons will be made.

- While unlikely, any lesson (non vacation/holiday) missed by the instructor will be made up. Other arrangements may be made if a makeup is not feasible. You will be notified in a timely manner of this absence. The missed lesson may be made up in several ways:
 - adding additional time to future lessons (e.g. adding 15 min. to the next two lessons)
 - scheduling an hour-long lesson on a future date (for half-hour students), or
 - rescheduling the lesson for another day and time

Withdrawal Policy

- There is no long-term contract, but you are encouraged to "stick with it" and commit to at least 1 - 2 semesters of instruction at a time. To withdraw, please notify the instructor at least 2 weeks before your last lesson in written form via email and cancel your membership at curtbuell.com. You **MUST** cancel your own membership. The Buell Institute will be unable to provide a refund should you decide to withdraw before the end of the month. If you decide to re-enroll at any point after withdrawing, you must join the waitlist first as our student roster is currently full. Returning students (within a year) are subject to a readmission fee of \$100.
 - *students must be 12 years old or older to enroll

Semesters: **Spring:** January - May; **Summer:** June - August; **Fall:** September - December