



THE GREEN TAMBOURINE
MUSIC FOR EVERYONE

The Green Tambourine Music School
711 South 50th Street
Philadelphia, PA, 19143

Studio Policies

Rev. July 5, 2022

Enrollment

Enrollment at The Green Tambourine is a commitment to attend weekly music classes and/or lessons for either a semester, or an entire 10-month school year from September through June. Enrollment is not offered on a per-class or per-month basis. Tuition includes your weekly class(es) and/or lesson(s) as scheduled with the studio, as well as recitals, community performance opportunities, and special studio events which are scheduled throughout the year. *All holidays listed on the [Studio Calendar](#) are built into the [Tuition Rates](#) and will not be rescheduled or refunded.*

To Enroll:

1. Complete the [Online Registration Form](#).
2. The studio will contact you to create a schedule. You will then receive an Enrollment Agreement with your specific scheduled classes and tuition information.
3. Sign and return the Enrollment Agreement complete with a method of payment. Your spot will be reserved once payment is received.

Discontinuation Policy

In order to discontinue one or more of your services, please notify the business office directly at least one billing cycle in advance (notice given to the teacher alone is not sufficient). Once your notice is received, your account and fees will be prorated and balanced, and your services will stop.

Attendance Policies

The weekly schedule at the studio is very tight, and we highly value both our clients' and our teachers' time. Our staff are compensated for all of their scheduled lessons/classes regardless of whether or not the student attends, and therefore we are unable to reschedule any missed services. Please see our options below:

- If a student is unable to attend a class or lesson, the studio cannot reschedule that missed service. Instead, that student has the option of attending either a similar group class if applicable, or one of our monthly community make-up classes, both to be scheduled and confirmed in advance. Once confirmed, your missed class is considered completed.
- If a teacher needs to cancel a class or lesson, the studio will attempt to reschedule in-person services if possible. If the schedule does not allow for in-person make-ups, the student will have the option of attending a virtual make-up, a similar in-person group class, or one of our monthly community make-up classes. All options must be scheduled and confirmed in advance. Once confirmed, your missed class is considered completed.
- Community make-up classes are scheduled at a variety of times throughout the school year. Any student who misses a class/lesson is welcome to attend any of the community make-ups that aligns with their schedule. All options must be scheduled and confirmed in advance. Once confirmed, your missed class is considered completed.
- The studio does not provide refunds for missed classes/lessons. Please see our discontinuation policy if necessary, or our make-up policies above.

Payment Policies

All services at The Green Tambourine must be prepaid by one of the following options:

- Pay in Full: prepay your entire tuition balance by check or debit/credit card (no cash).
- Enroll in Monthly Autopay: pay your entire tuition balance in even monthly installments (debit/credit card only). Details will be provided on your enrollment agreement.
- There will be a \$25 service charge added to accounts enrolled in the monthly autopay for any transactions that fail to process (insufficient funds, expired card info, etc). If you need to update your payment information, please do so before the next billing cycle by submitting the payment info update form below to business@thegreentambourine.com.

School Closing Information

The studio building will follow along with the Philadelphia School District for weather related closings. In the event of a weather related building closure, all classes and lessons will be held virtually unless otherwise noted.

Media Release

All photos, videos, and audio recordings created by The Green Tambourine Music Studio are property of The Green Tambourine Music Studio. By enrolling at the Studio, consent is being given to the Studio to use any pictures, videos, and audio recordings for outreach and promotion of The Green Tambourine Music Studio. If you do not want your photos or recordings to be used, please complete the *Media Opt Out* form below and return to business@thegreentambourine.com.



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Payment Information Update Form

Name: _____

Student's Name: _____

New Credit/Debit Card Information

Cardholder Name: _____

Card Number: _____

Exp. Date: _____ / _____

*Please refer to your Enrollment Agreement Contract for fees and schedule of payments.
To pay by phone, please call the business office at 215.360.3215 x2 with your card information ready.*



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Media Release Opt Out Form

Name: _____

Student's Name: _____

TO OPT OUT OF THE ORIGINAL MEDIA RELEASE POLICY, PLEASE SIGN AND RETURN THIS FORM TO THE BUSINESS OFFICE.

Original Media Release Policy

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Media Release Policy Opt Out

I/We, the undersigned, OPT OUT of The Green Tambourine Music Studio's Media Release Policy.

Signature: _____

Date: _____

Original: to Business Office

Copy: to Student