



970 Pape Avenue, Toronto, ON M4K 3V7
416-425-9933 info@lippertmusic.com
www.lippertmusic.com

WELCOME TO LIPPERT MUSIC—YOUR MUSIC SCHOOL

We look forward to working with you! We are a registered institution and have been in existence since 1957 with a firm commitment to developing musicianship to its fullest. Our experienced teachers offer superb programming for an individualized approach to music lessons for ages 3 to adult, from beginner to professional. You are never too old to start music lessons. As part of our curriculum, there is an annual recital in June, as well as numerous performance opportunities including music festivals such as the East York Music Festival in March, public performances and examinations offered both in-house and by the Royal Conservatory of Music. The RCM is one of the oldest music institutions in the world and its key is setting global music standards. Music grades follow school grades—Preparatory Levels (up to 3 years - equivalent to pre-school, JK and SK), then grades 1 to 10, culminating in graduation with an A.R.C.T. degree for teachers or performers. After completing the preparatory levels, students should aim to complete one grade per year. The hard work does pay off, for example, completion of grade 7 RCM examinations offers a grade 11 high school music credit and grade 8 RCM examinations offers a grade 12 high school music credit.

In order to attain success in music studies, we ask students for **two things:**

1. Commitment to daily practise.
2. Commitment to a weekly scheduled lesson time from September to June.

SCHOOL POLICIES

LESSON POLICY All missed lessons are charged, regardless of notice, as we must pay the teachers for their time, with the exception of:

- Lessons cancelled by the school, or closures, for example, Winter Break (December) and March Break.*
- Summer Holidays in July and August provided we receive 3 days advance notice.

**It is the student's responsibility to keep a copy of the school calendar in order to be informed of school closures. The calendar is on your fee schedule that is emailed to you, as well as at www.lippertmusic.com.*

ABSENCES OR LATES Please contact the school in advance at 416-425-9933 or info@lippertmusic.com, if students are going to be late or absent. We appreciate knowing that our students are safe if they are not at their lesson.

MAKE UP POLICY FOR MISSED CLASSES For **OPTIONS #1 or 2** and registered by December

- Students are offered one make-up lesson (rescheduled lesson) per year. We cannot promise more due to limited space
- Teachers are offered one make-up lesson per year.
- Students must be registered by December to qualify for a make-up lesson.
- Make-up lessons are at the school's convenience and will be offered as soon as possible, often in advance.
- If a scheduled make-up lesson is missed, another will not be scheduled. The class is forfeited.
- A switched lesson time is considered a make-up lesson.
- Make-ups must be claimed by the end of May.
- Make-ups may not be carried forward into the summer or the following school year.

REFUND POLICY If you discontinue private lessons, notice is required prior to the end of the month. There are no refunds once a month has started. For Options 1 & 2, unused fees will be refunded or post-dated cheques returned, less discounts.

SALES & RENTALS Lippert's sells everything you need for lessons. We carry a wide variety of books, sheet music and CDs to accommodate every level of musical training and interest. We also carry a hand-picked selection of musical instruments and accessories. Plus, instrument rentals to students studying at Lippert. Students must have an instrument at home for daily practice.

ADDITIONAL CHARGES

- Music Books
- Metronome
- Tuners for violin, guitar, cello and more.

RECEIPTS We are a registered institution and offer **Official Tax Receipts** for the year's tuition fees received by December 31st for students 16 years of age and older, who study music for the betterment of their careers. Similarly, for students under 16 years of age, receipts are issued for the **Child Activity Tax Credit**. This also includes camp receipts. All are issued by the end of February of the following year.

NSF CHEQUES A fee of \$30.00 will be charged for all NSF cheques.

IMPORTANT DATES

1. **Student Recital** within the first two weekends in June.
2. **Adult Recital** within the first two weekends in June. Ages 19 and older.
3. **East York Music Festival** End of March (End of Term 2). Visit www.eastYorkmusicfestival.com
4. RCM Examination Deadlines ****Please discuss with your teacher before applying.**
 - ◇ Nov. 1 for December
 - ◇ Jan. 1 for **Piano only** for April
 - ◇ Mar. 1 for June
 - ◇ June 1 for August

HOURS OF OPERATION

September to June: Monday to Friday 4-9 pm & Saturday 9 am-5pm. *Other times by appointment.*
 July & August: *By appointment*

PAYMENT OPTIONS cash, cheque or debit preferred, visa and mastercard accepted.
 Cheques payable to "LIPPERT MUSIC CENTRE INC."

OPTION 1 *
by Term

- * Discount on lessons
- * No Registration Fee
- * Make-up Class

- 3 Post-Dated Cheques or automated credit card payments.
- Term 1: September 1st (for lessons September to December)
 - Term 2: January 1st (for lessons January to March)
 - Term 3: April 1st (for lessons April to June)

All payments must be received on the day of registration to claim discounts.

OPTION 2 *
MONTHLY

- * No Registration Fee
- * Make-up Class

- 10 Post-Dated Cheques or automated credit card payments
- Dated for the 1st of each month (September to June).

All cheque payments must be received on the day of registration to claim the discounts.

OPTION 3 *

- As you go Monthly
- * Registration Fee
- * No Make-up Class

Lesson fees due in advance, before 1st of the upcoming month. It is the student's responsibility to pay on time, regardless of receipt of an invoice. A late payment charge of \$10.00 will automatically be applied to overdue accounts. A non-refundable Registration Fee equivalent of the cost of one, 30 minute Lesson applies.

IN-HOME LESSONS**Lippert-on-the-Go!****OPTION 1 or 2 only**

A non-refundable fee equivalent to the cost of one, 30 minute lesson, for an in-home assessment before lessons can commence.

- Option 1 or 2 only. Option 3 not available for **Lippert-on-the-Go!**
- An adult must be present for the duration of lesson.

SINGLE LESSON

Service Charge will apply for students paying for single lessons.

GROUP CLASSES

Payment due in advance. No make-up lessons for missed classes. Group Classes include Workshops.

SUMMER LESSONS

Private Lessons are offered mid-week by appointment. Flexible cancellation policy for July & August, no charge for lessons cancelled 3 days in advance. Lessons to be refunded or credited at the end of the session. We recommend taking some summer classes to keep up technique. This is also an excellent time to try a new instrument, complete theory courses or take examinations.

SUMMER CAMP**The School of Hard Rock**

Rock Band Camp - **The School of Hard Rock** Summer Camp since 2001. Learn to play cover tunes, compose, record a CD, outdoor recreation and a live rock show on Fridays at 3 pm. **Weekly** in July, Monday to Friday from 9am to 4 pm for ages 9 - 17. One year's experience on all instruments required, except voice. **Early bird discount. Book early to avoid disappointment.** The full session's fees are due and payable, in advance, if a student is registered and attends any part of a session. Pro-rated refunds are not available for days absent, or other services not fully utilized. Cancellations must be made in writing, i.e. email or letter. Refunds, less a \$50 administrative charge per student/per session, will be issued for all camp session cancellations with notice provided 2 weeks prior to July 1st. Refunds are not available after July 1st. Refunds for medical reasons are available only upon presentation of a doctor's certificate.

BEHAVIOUR POLICY

Zero Tolerance for disrespect. The student will forfeit the class, camp or group course. Behaviour that limits the safety and enjoyment of other participants in a class or destroys equipment is not permitted. Should such a situation arise, the student will be removed and the class, camp or group class will be forfeited. The student and their parent/guardian will be liable to pay for any damages that may occur and agrees that there will be no refund of fees.

If you have any questions, please contact 416-425-9933 or info@infolippertmusic.com.

Please visit our website at www.lippertmusic.com or FaceBook for school updates and more information about upcoming events.

We promote local talent.

Thank you for choosing our music school.