

STUDIO POLICY

1) **About this Policy**

Please review this policy carefully before beginning lessons. I try to be quite fair with all of these rules, but please remember that I have quite a few students and that this is my income. Because of that, I do have to be strict sometimes with the policy regarding missed lessons and makeup lessons.

This is not a contract. You may discontinue lessons at any time, but must give at least two weeks notice before the final lesson. These two weeks must be paid regardless of whether lessons are attended or not. There are no refunds for discontinued lessons.

2) **Payment**

30 minute lessons: \$30

45 minute lessons: \$45

60 minute lessons: \$60

Payment is handled as tuition at the beginning of the month. When a student agrees on a weekly day and time, that slot is reserved in my schedule and must be paid regardless of whether lessons are attended. For example, if you have Tuesday lessons, and there are four Tuesdays in June, you should pay for 4 lessons, even if you plan on missing one. Of course, no payment is required for weeks that I am not teaching (See makeup policy below.) My current standard rate for new students is \$30 per 30 minute lesson and \$15 for every 15 minutes afterwards.

c) Do not assume there is no lesson simply because of a school, state, or religious holiday. I will probably not be teaching on major holidays, but will notify you of this in advance.

Official Holidays (days off):

New Year Eve (December 31st); New Year (January 1st); Memorial Day (last Monday of May)

4th of July; Labor Day (first Monday of September); Thanksgiving & Black Friday

Christmas Eve & Christmas

3) **Missed Lessons, Makeup Lessons, and Rescheduling**

a) Makeup lessons are *fully at my discretion*. I try to be flexible with makeup lessons when lessons are missed due to extreme emergency (illness, inclement weather, etc.) or with advance notification such as vacation. However, this is completely at my discretion. Once a weekly time is agreed upon, the student is expected to pay monthly tuition for that day/time in order to maintain a spot in the studio.

b) No lesson will be rescheduled without written notice (text message) within 72 hours of the lesson time for any reason.

c) I should be notified in writing (text message) of planned absences such as vacation within 2 weeks of a lesson date.

d) Scheduled lessons missed by me will be rescheduled. Any time missed because I am tardy will be made up.