

TERMS, CONDITIONS, AND POLICIES

Payment

Invoices will be sent via email. All invoices are payable upon receipt. Payment for lessons must be paid in full prior to teaching. Monthly tuition is due seven (7) days prior to student's first lesson of the month, regardless if you are unable to attend that first lesson. A student that is a minor must have their adult/legal guardian deliver payment. If student has not paid monthly tuition in full prior to the start of lessons, no lesson will be given. Teacher then reserves the right to modify the student's lesson schedule or refuse service. There are no refunds once lessons for the month have been paid in full in advance. Acceptable forms of payment include cash, check, certified check, and PayPal. A \$6.00 convenience fee will be charged for any transactions made via PayPal.

Lesson Cancellation

If student is unable to attend scheduled lesson, you must contact Teacher twenty-four (24) hours prior to the lesson. Two absences will be allowed per year (August to June) and credited to the student. Lessons can be made up on the third Saturday of any month, with the exception of holidays. Students who do not call to give notice of cancellation are **NO SHOWS**. If you are unable to get to a phone the day of your lesson, you must call before your next scheduled lesson to confirm your appointment for the following week. There will be no refund for dropping out before the months end.

Teacher Absence

If Teacher cancels lessons due to illness, family emergency, or any other reason, a make up lesson will be granted to the student. Make up lesson will be scheduled on a mutually agreed upon time.

Make Up Lessons

If a student missed a paid lesson for any reason, the student is entitled to make up that lesson on the 3rd Saturday of each month, unless otherwise notified, at the teachers discretion. All missed Saturday lessons regardless of reason forfeit that credited lesson. Tuition will not be adjusted for any reason.

Tardiness

If the student is tardy, the student will only be given a lesson that lasts for the duration of their prearranged and agreed upon time and date. For example, if the student's lesson is from 4:00-4:30 on Monday, and the student arrives at 4:15; the student will only be given a lesson until 4:30. No make up lesson will be given for tardy students and tuition will not be adjusted.

Misbehavior

If the student becomes disruptive, disrespectful, or otherwise misbehaves, Teacher reserves the right to terminate the lesson without refund. The student's parent/guardian will be held responsible for any damages caused to Teacher including but not limited to, equipment, home furnishings, or time lost caused by the student and/or parent/guardian. Teacher is the sole determiner of what constitutes misbehavior.

Holidays

The Holiday Policy is as follows:

There will be no lessons during the following holiday time periods and specific dates:

- Dec 22-Jan 1st
- Spring Break (following traditional calendar)
- First 2 weeks of July
- Your own personal religious holiday

Payments will be adjusted for those specified dates and periods only.

Lesson Schedule

Each student will be given one thirty (30) minute lesson per week on a pre-arranged day of the week and time slot. On certain months the student will receive four (4) lessons, other months the student will receive five (5) lessons depending on the number of days in the month. For example, a student is scheduled for lessons on Thursday at 4:00pm. During the month of August 2010, the student will receive four (4) lessons. During the month of September 2010, the student will receive five (5) lessons.

If you wish to take the summer off, after our spring recital, students may reserve a spot for lessons the upcoming year, starting August 1st, by making a non-refundable, full month tuition deposit. Lesson times will not be held without a deposit. Student may also take lessons in June and July by making a two week non-refundable deposit. The scheduled times made in June and July must be met. I am unable to move dates, e.g. move lessons from June to August, or July to August.

Termination Policy

If Client wishes to cancel lessons, they must notify Teacher in writing/email no less than 7 days prior to the beginning of the next calendar month. Any and all deposits, payments, and/or tuition are non refundable.

Modifications

Modification of the Agreement must be written.

Limitation of Liability

Client agrees that it shall not hold Teacher or their agents, relatives, or employees liable for any incidental or consequential damages. Client hereby holds harmless Teacher of any and all claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained, whether caused by the negligence of Teacher, or otherwise, while participating in lesson, or while in, on, or upon the premises where the lesson is being conducted.

I HEREBY AGREE TO THE TERMS AND CONDITIONS SET FORTH IN THIS CONTRACT.

Printed Name

Date

Signature