

POLICIES AND PAYMENTS

In order to help you succeed at your goal, we ask your cooperation with the following policies.

1. **LESSON TIMES** Five minutes are reserved at the end of each lesson for a smooth transition and business matters. Out of respect for your fellow students, please try to finish and move to the hallway at that time. Please arrive five minutes early and feel free to knock at your lesson time.

2. **ATTENDANCE** You are responsible for attending all of your lessons. All lessons scheduled must be paid for whether or not you attend.

3. **CANCELLATIONS** Lessons will be made up if at least 24 hours notice is given. In case of cancellation due to illness, family emergency, or snow day, make-up lessons will be offered at a mutually convenient time. Lessons canceled at the last minute by choice (a game, extended vacation, test, party, I haven't practiced, I forgot) will not be made up.

Even though we try to make-up all lessons by the end of the semester, teachers are, ultimately, only obligated to make up a maximum of two lessons and they will not be carried into the following semester.

4. **TRY-OUT LESSON, TRIAL PERIOD & SEMESTER** The first lesson may be considered a try-out lesson. Psychologists have shown that it takes a month to start a new habit, so we ask you to then commit to completing the first month. To help you succeed, after the fourth week, we ask you to commit to finishing the semester. There will be no refund after the fourth week of study.

5. **PAYMENT POLICY** Failure to make payments as agreed on will be grounds for termination of instruction.

Payment Information

Tuition is payable by the semester and is due at the first lesson of the semester. A semester is comprised of seventeen weeks followed by a two-week make-up period, running along with the school calendar. You can start at anytime. Adult students (daytime and evenings) may book lessons in a block, four minimum, rather than by the semester.

An installment plan may be arranged for an additional fee. The number of payments is determined by when you start in the semester: four payments in the first month, three in the second and so on. All lessons are to be paid for by the fourth month of the semester.

A registration fee of \$20 is due at the beginning of each semester. This covers administrative costs, copies, keeping a phone in the waiting room for your use, student recitals, etc.