



Policy Agreement 2007-2008

1. Tuition is due on or before the first lesson of each month. Invoices for next month's tuition will be given to the student at the last lesson of the previous month.
2. A \$10.00 late fee will be added if tuition is not paid by the **9th of each month. No Exceptions.**
3. A **\$5.00 discount** is given per student for each full month of lessons for any family that has more than one student in separate time slots. Example: 2 students \$10.00 discount, 3 students \$15.00, etc.
4. Each student is required to bring a notebook and all of his/her music to every lesson.
5. Due to tight scheduling each student needs to be on time for every lesson. A student can arrive NO MORE than 10 minutes before their lesson and is required to be picked up at the end of the lesson.
6. The only children allowed to be dropped off during lesson time are the student and/or students. NO siblings are allowed to stay unless they are waiting for their lesson. If either of the students misbehaves while the other is having a lesson the parent will be asked to bring them for their lesson time only.
7. Any missed lessons are **NON-REFUNDABLE. If a student misses a lesson for any reason I have the option to makeup the lesson or forfeit.** Vacation time is not deducted from invoices during the school year. At least one week notice is required when taking vacation. Written notice is required for extended vacation time. Vacations will be handled on an individual basis. If a student wants to take a break during the school year, the parent must pay regular tuition to retain their time slot.
8. I understand makeup lessons can be scheduled on any Saturday afternoon of the month. Only one makeup is allowed per student per month. If a makeup is scheduled and the student does not attend, the makeup is forfeited. **No Exceptions.**
9. I understand if I or my child misses 3 lessons in a row without any notice he/she will be taken off the schedule.
10. I understand there is a Summer Retainer Fee. This fee is applicable for June, July and August. If TWO or more weeks are taken off for any month a Retainer fee of \$50.00 per student per month is applied. There are two options to pay the retainer – pay the total amount due by the beginning of the summer or pay for each month by the 1st of the month it is due.
11. If I choose not to pay the retainer fee, the student will be taken off the schedule and placed back on the waiting list.
12. I will discuss the payment schedule with the instructor before June 1st and either mail the payment or place it in the outside drop box.

I agree that I have read and understand the above policy agreement and will abide by it.

Signed

Date