

PRIVATE LESSON POLICY STATEMENT

1. Students are **required to pay by the month**; payment is due at the first lesson of the month. Payment which is overdue by more than two weeks will result in suspension of lessons until the account is current.
2. Regular attendance at scheduled lessons is expected of all students. The student should notify the instructor **a minimum of 24 hours in advance** concerning any absence that will occur for any reason. **Students are charged for all scheduled lessons, including those missed through student absence, except in case of sudden illness or family emergency.** Notification of inability to attend a scheduled lesson, excepting illness or family emergency, does not excuse payment for the lesson.
3. The instructor is not required to give make-up lessons due to a student 's absence. However, if time is available within the instructor's regular teaching hours at a given site, make-up lessons can be given at the instructor's discretion.
4. In the event that the instructor cancels a paid, scheduled lesson, a make-up lesson will be offered or the payment will be credited to the following month. Make-up lessons canceled by the student will not be offered again.
5. Tardiness: Students who are late for a lesson cannot be guaranteed their full lesson time. The instructor will allow a minimum ten minute grace period for the last student of the day. It should be noted that the instructor frequently has evening rehearsals/performances, and may not be able to remain past the scheduled end-time of the last lesson of the day.
If the instructor is late, he will make-up the time by extending past the scheduled lesson time, or by arranging to make-up that time lost on another occasion.

INSTRUCTOR SIGNATURE: _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____