

Becky Buckler Studio Policy Update*

Tuition and Lesson Schedule Policy

Effective date: September 1, 2014

Please read and initial each item.

Scheduling:

- _____ Lessons will be scheduled for 30 minutes, on the same day each week. Forty-five minute lessons can be arranged for advancing students or those requiring special instruction, for an increased fee.
- _____ New students can be added at the beginning of a calendar month.
- _____ Students will remain on the roster and will be expected to comply with scheduling and tuition payment policies until they give two weeks' notice of the intent to terminate lessons at the end of the current calendar month.
- _____ If schedule conflicts arise, lessons can be rescheduled with a minimum of 24 hours notice. When conflicts occur on a regular basis, we may need to look for a more workable lesson time.
- _____ If less than 24 hours notice is given, the notice is appreciated, but the lesson will be considered missed. Missed lessons will not be made up. There will be no refund for missed lessons.
- _____ If inclement weather requires the cancellation of lessons, those lessons will be considered missed.
- _____ Lessons will not be held on Christmas Day, but other major holidays that fall on regular lesson days will not be considered vacation days by the teacher. In lieu of those, the teacher reserves the right to take up to two weeks of "paid" vacation at her discretion during the year.

The above policies apply to both teacher and students.

Tuition:

- _____ Tuition for the month is due in advance, on the date of the first scheduled lesson of the month.
- _____ Tuition will be \$70.00 per calendar month of scheduled 30-minute lessons and \$100.00 per calendar month for 45-minute lessons.

- _____ Tuition payments not made by the third scheduled lesson date will incur a \$10.00 late fee.
- _____ Payments can be made by cash, check, or credit card. Credit cards accepted are Visa, MasterCard, American Express, and Discover. Credit card payments are subject to a slightly increased tuition fee. (\$72/102)
- _____ If you know that you will be gone because of travel for two or more lessons in a given month, tuition will be based on \$20.00 for a half-hour lesson (\$30 for a 45 minute lesson) per lesson that you will be able to attend, provided that notification is given prior to the beginning of the month and payment is made in advance. (For example, if your lesson is scheduled on Tuesday and you know that you will be gone two of the four Tuesdays in the month, you will owe me \$40.00 (\$60) instead of the usual \$70.00 (\$100) for the month.)
- _____ If circumstances require a “break” from lessons for a period of a month or more, a fee of \$45.00 per month will be required to hold your lesson time and keep you on the roster during your absence. That fee will be assessed until you return to lessons or give notification of the intent to stop.

*Exceptions or changes in policy will be handled on an individual basis as required, at the discretion of the teacher.

I have read and agree to comply with the Tuition and Lesson Schedule Policy—2014 for Becky Buckler’s Studio, as written above and posted on the website <http://www.musicwithmsbecky.com>. In addition, I have read and understand the expectations outlined in the Frequently asked Questions portion of that website.

Signature of Parent or Adult Student

Date