



## PRIVATE LESSONS PAYMENT & CANCELLATION POLICY

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*Taking private lessons requires a commitment from both student and teacher. Our instructors are committed to your scheduled lesson times each week, in addition to time spent preparing lesson material.*

NOTICE: POLICY CHANGES

### **Advance Payment (Weekly Lessons/Monthly Rate)**

There is a \$25 registration fee for all new students. One-fourth (1/4) of lesson tuition is due on the 1<sup>st</sup> of each month to secure your time slot. If one-fourth of the tuition is not received by the first of the month, your time slot will be removed from the studio calendar. The remaining balance should be paid when you arrive at your first scheduled lesson of each month. A receipt will be given once payment is received.

**No lessons will be taught until your tuition is paid in full.**

There will be a \$10 late fee for all late tuition payments. Failure to attend scheduled lessons for two consecutive months will result in the requirement of a new registration and payment of the \$25 registration fee.

**\*Accepted forms of payment: Cash, Check, Money Order, Square, Cash App (\$RobDemery), Zelle, and PayPal.**

**PAYPAL PAYMENTS: When paying via PayPal DO NOT check the box marked GOODS AND SERVICES. If you check this box, an additional fee will be applied to your remaining balance to cover processing fees.**

### **Trial Lesson (Music Lessons only)**

We offer one 30-minute trial lesson per student for \$25. The trial fee can go towards your monthly tuition if you complete registration and begin classes within one week of your trial lesson. Monthly tuition will be prorated for first-time students who begin later in the month.

### **Cancellations**

**Twenty-four (24) hour notice is required to cancel a scheduled lesson. Same day cancellations will not result in a makeup lesson.** If proper notice is provided, a make-up lesson will be scheduled at a mutually agreed upon time between the instructor and the student. Missed lessons must be made up within that month. Missed lesson will not carry over into the next month.

### **No-shows**

If a student misses a lesson without prior cancellation, the student will forfeit that lesson and no make-up lesson will be scheduled. Any student who misses two consecutive lessons without calling (either before or after the missed lesson) will be assumed to have quit and will be dropped from the instructors schedule.

### **Cancellation by Teacher**

If a teacher needs to miss a lesson, the student will be notified as soon as possible, and a make-up lesson will be scheduled.

### **Punctuality**

Students who are late for their lesson will not receive the full allotted lesson time. Most lessons are scheduled back to back. Your lesson will end when it is time for the next student's lesson to begin. If lessons are running behind, you will receive your full allotted time.

### **Refunds**

Lesson tuition is non-refundable. If a student decides to stop taking lessons in the middle of the month, all remaining lessons will be forfeited. Additionally, no refunds will be given for missed lessons.

### **Illness**

As a courtesy to our students and staff, if you are coughing, sneezing, or have any illness that may be contagious, please call to cancel your lesson. If 24-hour notice is provided, a make-up lesson will be scheduled when you are feeling better.

### **Inclement Weather**

In the event of inclement weather, Red Light Arts reserves the right to close the studio and cancel any lessons. Make-up lessons will be scheduled as soon as possible.

### **Holidays**

Red Light Arts Studio will be closed on the following holidays: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas, and New Year's Day.