

Studio Policies

*** Note from Instructor:** *I wish I did not have to implement these policies, but they are now in place as a result of past years of experience. My students' lessons and their individual improvements are extremely important to me. I value the opportunity I have to be able to spend time together in developing the students' musical abilities and talents. Therefore, I hope we will be respectful of each other. By signing this document, you are agreeing to the studio policies as outlined below.*

Scheduling

Once scheduled for the semester, you are financially obligated for those lessons. Being on time is expected. Please arrive 5 minutes early so that you can be better prepared to get the most out of the lesson. If you arrive late, you will only receive the remainder of the lesson time that day.

Payment

Monthly payment is due in full on the 1st day of the month and prior to the month's first lesson. A \$20 late fee will be assessed for any late payment if received after the 5th of the month. There is also a \$50 fee for every returned check to cover the bank charges. You have the option to pay online or with a credit/debit card with a processing fee of 3%.

Students will not be charged or scheduled for lessons that fall on the following holidays:
Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Years.

Rescheduling

If you need to change a scheduled lesson for any reason, you will be allowed to reschedule for a time within one week following the scheduled lesson as long as you give the teacher a 24-hour notice. Rescheduling however cannot be guaranteed and will vary on availability. When rescheduling is not possible for any reason, it will be treated as a cancellation.

Cancellations

If you need to cancel your scheduled lesson for any reason, please try to reschedule within the same week. If rescheduling is not possible, you will forfeit the lesson charge. You will not be refunded for any "missed" or "no show" lesson. For non-fulltime students, you will be charged for any cancellations without at least 72-hour notice.

Length of Contracts

Initial lesson contracts are by semesters (**Fall** [Sep-Jan], **Spring** [Feb-Jun], **Summer** [Jun-Sep]) and renews on a semester basis. In order to stop the renewing of the contract, please notify the teacher via e-mail (carmanviolinlessons@gmail.com) at least one month before the new semester for scheduling purposes. Failure to notify in time will result in one month of lesson tuition.

Refunds

Please do not ask for refunds. There will be no refunds given at any time. No Exceptions.

Teacher Absence

Lessons canceled by the teacher will be rescheduled at a mutual agreeable time or a full credit of the canceled lesson will be issued towards next semester's lesson charges.

Other

The instructor reserves the right to refuse to do business with anyone for reasons the instructor deems necessary. The student and student's guardian(s) expressly release and discharge the studio and the instructor from liabilities for any and all claims and demands, known or unknown, presently existing or which may arise in the future.

By signing this form, I (student/ student's guardian) understand that I am agreeing to pay lesson charges and fees as outlined by the studio policies.

Student's Signature: _____ **Date:** _____

Student Name (Print): _____

Guardian's Signature (if applicable): _____ **Date:** _____

Guardian Name (Print): _____

Witness/Instructor's Signature: _____ **Date:** _____

Eun-Jin Chae, violin instructor