

## Richardson Guitar Studio Policy 2008

**Registration** A non-refundable annual registration fee of \$20 is due at the time of registration. Registration renews automatically every 12 months unless you decline automatic renewal. You will receive a reminder notice before renewal. The annual registration fee will be charged to your account.

**Payment of Fees** The first month's payment is due at the time of the first lesson. Monthly fees are charged automatically to your account on the 1<sup>st</sup> day of each month. Students who prefer to pay by cash or check must pay in advance for a minimum of four months.

**Fees** The monthly fee is equal to the per-lesson rate multiplied by 50 weeks and divided by 12 months.

Senior Instructor	Per Lesson	Monthly Fee	Junior Instructor	Per Lesson	Monthly Fee
30 minute lesson	\$26	\$108.25	30 minute lesson	\$20	\$83.25
45 minute lesson	\$37.50	\$156.25	45 minute lesson	\$28.5	\$118.75
60 minute lesson	\$50	\$208.25	60 minute lesson	\$38	\$158.25
30 minute – 2 students	\$39	\$162.50	30 minute – 2 students	\$30	\$125.00
45 minute – 2 students	\$56.25	\$234.50	45 minute – 2 students	\$42.75	\$178.00
60 minute – 2 students	\$75	\$312.50	60 minute – 2 students	\$57	\$237.50

**Withdrawal and Refunds** One month's notice is required to discontinue lessons. Notice must be given within the first 7 days of the month. Automatic payments will be cancelled at the end of that month. If an advance payment was made, any unused portion of the advance payment will be refunded. Students who withdraw after the first 7 days of the month will be charged a \$35 cancellation fee.

**Missed Lessons and Make-Up Lessons** No refunds will be given for missed lessons. Students may request up to 5 make-up lessons annually; notice must be given at least 24 hours before the missed lesson. In case of sudden illness, one same-day notification is allowed. Make-up lessons may be scheduled with a substitute instructor.

**Vacations** Students may place lessons on hold for up to one month. One month's notice is required prior to the vacation. If any lessons are taken during the month of the vacation, the monthly fee will be pro-rated. Regular monthly charges will resume the following month.

**Holidays** The studio is closed for Memorial Day, Independence Day, Labor Day, and Wednesday through Saturday of Thanksgiving week. Students whose regular weekly lesson is cancelled due to holiday closures may schedule a special make-up lesson during the month of the holiday. The studio also is closed for a two-week winter holiday break. Please consult the studio calendar.

**Severe Weather and Unexpected Interruptions of Lessons** If lessons must be cancelled due to severe weather or other circumstances beyond our control, a make-up lesson will be offered. In case of severe weather, the lesson schedule will NOT follow local schools. The studio will notify students if lessons are cancelled. Students who are unable to attend scheduled lessons due to severe weather may request a make-up lesson if they notify the studio at least one hour before their lesson time.

**Substitutions** If the student's regular instructor is unavailable to teach a scheduled lesson, a qualified substitute will be provided. Students are always responsible for bringing any current materials and assignments.

**Communication** Please call the studio at **293-4017** with any questions about scheduling, payment or other administrative issues. Do not ask your instructor to handle these questions. Parents should not send notes with students. Written communications should be mailed to **1720-2 Allied Street, Charlottesville, VA 22903**.

**Care of Students** The studio is not responsible for supervising students before or after lessons. Young students should not be left at the studio for excessive time before or after lessons.

**Injuries and Liability** Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on studio property resulting from any activity conducted by the student before, during or after the lesson.

**Photo Release** The studio may take photographs and video of students during studio events and use these images in brochures, posters, advertisements and other promotional materials. Students who wish to opt out of the photo release must do so in writing.



www.richardsonguitar.com • 434-293-4017

1720-2 Allied Street, Charlottesville VA 22903