

## Richardson Guitar Studio Band Lesson Policy 2009-2010

**Membership** A \$20 annual membership fee is due at the first lesson. Your 12-month membership makes you eligible to participate in recitals and register for music classes at the Richardson Guitar Studio.

**Payment** Payment is due at each lesson. We require a credit or debit card number for each student in order to reserve a lesson time. If the student arrives at a lesson without bringing payment, we will charge the account on file.

We offer a 5% discount if you pay ahead for 4 or more band lessons –or– if you sign up for automatic monthly payments from a checking account or credit card account for ongoing lessons. Lessons must be scheduled at the time of payment.

**Rescheduling Lessons** If your group needs to reschedule a lesson, notify the studio before 8 p.m. on the day before the lesson is scheduled. Each student will be charged a \$5 rescheduling fee, due at the time of the make-up lesson. Students in the group are responsible for agreeing on a make-up time and contacting each other when the make-up time is confirmed. Individuals may not make up a lesson separately. Make-up lessons may be scheduled with a substitute instructor.

**Missed Lessons** We do not offer refunds for missed lessons. If you expect to miss a lesson, please reschedule according to the policy above.

**Cancellation of Lessons** We will notify you if a lesson must be cancelled due to severe weather or other circumstances beyond our control. Cancelled lessons will be rescheduled. If a lesson is cancelled or missed due to our error, we will refund the payment for that lesson.

In case of snow, the lesson schedule will NOT follow local schools. If you cannot attend a scheduled lesson due to severe weather, you may request a make-up lesson at no charge if you notify the studio at least one hour before the scheduled lesson.

**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 **(434) 293-4017** with any questions about scheduling or payment. Do not ask your instructor to handle these questions. Parents should not send notes with students. Written communications should be mailed to **1724 Allied Street #2B, 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 promotional materials. Students who wish to opt out of the photo release must do so in writing.



www.richardsonguitar.com • (434) 293-4017  
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