

## Richardson Guitar Studio Short Session Policy 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** Lesson fees for the session are due at the first lesson.

**Scheduling** Lessons will be scheduled at the time of payment. Short session lessons must be scheduled on consecutive weeks, with a maximum of one week off if needed to accommodate travel plans. If you expect to be unavailable at the regularly scheduled time on a certain week, the lesson for that week may be pre-scheduled for a different day or time.

**Rescheduling Lessons** If you need to reschedule a lesson, notify the studio before 8 p.m. on the day before the lesson is scheduled. You will be charged a \$5 rescheduling fee, due at the time of the make-up lesson. 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** In case of snow, the lesson schedule will NOT follow local schools. We will notify you if a lesson must be cancelled due to severe weather or other circumstances beyond our control. If your lesson is cancelled, you may reschedule or request a credit. If you cannot attend a scheduled lesson due to severe weather, you may reschedule if you notify the studio at least one hour before the scheduled lesson. If a lesson is cancelled or missed due to our error, we will provide a make-up lesson or refund the payment for that lesson upon request.

**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 St. Suite 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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