

Richardson Guitar Studio Policy for Weekly Lessons 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.

Lesson Fees Fees are charged by the calendar month. The studio is open 50 weeks a year, so we multiply the per-lesson rate by 50 weeks and divide by 12 months to calculate the monthly payment.

Payment The first month's payment is due at the first lesson. Regular monthly payments are charged automatically to a credit or debit card on the 1st day of each month for the upcoming month's lessons. We also accept cash or check payments for weekly lessons if payment is made in advance for four months or more.

Rescheduling Lessons If you would like to reschedule a lesson, notify the studio before 8 p.m. on the day before the lesson is scheduled. In case of sudden illness, we allow one same-day notification if you call before noon on the day of the scheduled lesson. You may reschedule up to 5 lessons per year at no charge; we will charge a \$5 rescheduling fee for any additional make-up lessons. 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. To accommodate vacations and other planned absences, we offer pro-rated monthly fees upon request. You must give advance notice before the 1st day of the month when you will miss the lesson(s).

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.

Holidays The studio is closed for Memorial Day, Independence Day, Labor Day, and Wednesday through Saturday of Thanksgiving week. If your regular weekly lesson is cancelled due to holiday closures, you may request a special make-up lesson or a one-lesson credit during the month of the holiday. The studio also is closed for a two-week winter holiday break. No lessons are scheduled during the winter break. Please consult the studio calendar for dates.

Lesson Commitment Your initial four-month commitment applies to the month you register and the following three calendar months. Monthly payments may not be discontinued during that time. Your four-month commitment ends _____ . Regularly scheduled lessons and monthly payments will continue after the initial four months, unless you notify the studio according to the withdrawal policy below.

Withdrawing from Lessons We require one month's notice to discontinue lesson payments. You must give notice within the first 7 days of the month to stop payments the following month. If an advance payment was made, any unused portion of the advance payment will be returned. Students who wish to stop payments with insufficient notice will be charged a \$35 cancellation fee.

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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