

Studio Policy and Student Contract for students of Katie Tupper

1. Lesson Payment is for four (4) weekly lessons per month.
2. A flat fee of \$100 (1/2 hour lessons at \$25 per lesson), \$200 (1 hour lessons at \$50 per lesson) is due at time of payment. Each payment should be made in advance on the student's first lesson of each month and shall be prorated should the student begin lessons in the middle of the month.
3. A \$10 late fee will be assessed for tuition received after the 6th of each month. Two-week written notice is required to discontinue lessons and tuition must be paid through this two-week period.
4. There is a \$35 charge to the student for each time a check is returned.
5. 24-hour advance notice must be given in order to reschedule a missed lesson. Lessons missed with less than 24 hours notice will not be rescheduled. Missed lessons will be not be refunded or prorated (unless otherwise arranged with the teacher).
6. Advance notification is requested for all other scheduling conflicts. I reserve the right to refuse make-ups/rescheduled lessons for reasons other than illness, family death or religious holiday. Students with excessive absences may not be afforded the option of rescheduling missed lessons.
7. Lesson credits / rescheduled lessons will not be carried over to the next month (unless otherwise arranged with the teacher). "No-shows" or lesson cancellations on short or no notice will not be rescheduled.
8. Rescheduled lessons must be made up within the same month of the lesson missed. It is your responsibility to contact me to coordinate any potential rescheduling/lesson exchange.
9. Lessons canceled by the teacher will be rescheduled at a time mutually convenient for the student and teacher.
10. Please be on time, as the lesson will end at the time scheduled and will not be prorated.

I, _____, understand the studio rules stated above, and plan to adhere to the rules stated above. If I should part from the rules stated above, my teacher reserves the right to determine further action taken as well as possible termination of student/teacher relations.

(Student Signature)

(Date)

(Teacher Signature)

(Date)