

Studio Policy and Student Contract for students of Katie Tupper

1. Lesson Payment will be paid *monthly* by the student/guardian.
2. Each payment should be made in advance on the student's first lesson of the month and will be made in *cash or check*. \$40 per half-hour and \$80 per one full-hour.
3. A *\$10 late fee* will be assessed for tuition received 5-days late. A two-week written notice is required to discontinue lessons and tuition must be paid through this two-week period.
4. *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 not be refunded or prorated (unless otherwise arranged with the teacher).
5. 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.
6. *Only ONE* excused (with at least 24 hours notice) absence a month is allowed. If you are aware of any future conflicts, vacations, etc... please notify me a month prior so I do not include these dates on your next invoice, or you will be charged for them.
7. Lessons canceled by the teacher will be rescheduled at a time mutually convenient for the student and teacher.
8. 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)

(Guardian Signature) (Date)

(Teacher Signature) (Date)