



Payment, Scheduling, and Attendance Policy

Gene Ford Music is a tuition-based lesson facility.

Tuition for Roster Students covers **only the exact time slot that is booked**. It is the Student's responsibility to attend their reserved time slot. Tuition Payments are not refunded for missed/canceled lessons, and missed/canceled lessons will not be rescheduled. This is a continuous, monthly commitment until an official **Notice of Termination** is completed **by the Responsible Party**.

All weekly Roster Lessons are to be paid by Automatic Charge. An **Authorization for Automatic Charge** must accompany all reservations of lesson times. (All major credit cards are accepted except American Express). Retail, Special Classes, Summer Camps, and Rock Band, Single non-Roster Lessons, or any other incidentals may be purchased at the counter.

Your credit or debit card will be charged once each month, at the beginning of the month for the number of reserved lessons in that month. For new students, a \$20 **Registration Fee** will be added to the 1st months' charge. Though we bill monthly, Roster Students taking weekly lessons are enrolled continuously until an official **Notice of Termination** is processed at the counter **by the Responsible Party**.

Termination Notice must be submitted **at least two weeks prior** to the end of the month. If notice is given less than 2 weeks from the end of the month lessons will continue until the end of the next month.

If Gene Ford Music is unable to provide an instructor for your reserved time, a Credit for that lesson will be deducted from the following month's tuition charge. We require a 2-week notice for a permanent change of lesson time.

I thank you for your participation in our services. We strive for excellence in a positive and fun atmosphere, and value each student's individuality.