



## Payment and Attendance Policy

**Tuition for half-hour lessons is \$100 to \$125 per month (depending on whether there are 4 or 5 weeks that month) – payable at the first of each month.**

### Parent/Student Responsibilities

- **Tuition Pays for the Time Slot** (not for a lesson per se)  
Your tuition **reserves a place** on your instructor's roster in your scheduled time slot. Your instructor is booked for that weekly slot, and accordingly, will be paid for their time. It's your responsibility to get to your lesson **during that time**.
- **Tuition Due First of the Month.**  
Please pay your monthly tuition in the first week of the month for all tuition due that month. If there are some weeks already prepaid, the remaining weeks of the month are still to be paid in that first week.
- **Missed or Canceled Lessons**  
Tuition for lessons which you miss or cancel is forfeited. We truly sympathize with any misfortune that causes a student to miss. We will not, however pass that on to our instructors. Missing 2 consecutive lessons without communication to the front desk will automatically result in a loss of your time slot, with all payments due.
- **Communication**  
Maintain contact with the front desk about any missed lessons. *Good communication and respect for the instructor and his/her time is essential in making a commitment to a lesson time.* Be clear about cancellations in order to maintain your place on the instructor's roster.
- **Changing Lesson Times or Stopping Lessons**  
You are responsible for your time slot UNTIL you give clear written notice to the front desk of Gene Ford Music of your intent to stop. This notice is to be given by using the **Notice to Terminate Lessons Form** available at the counter. A 2-week advance notice of intent to stop lessons or change lesson times is required, or payment thereof.
- **Other Charges**
  1. There is a \$15 registration fee for each student when signing up for a time slot. If you stop lessons and restart them at a later time, the \$15 registration fee will be charged again.
  2. If your payment is received after the 15<sup>th</sup> of any month, you will be asked to pay the current and the next month's tuition.
  3. Several of our instructors have some time slots available for non-roster students. If you would like an occasional lesson rather than a regular timeslot, ask about these. The price of these lessons is \$32.50 per half hour and can only be booked one week ahead of 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. By signing this policy, you are agreeing to the terms stated above. You are agreeing to pay for all lessons in the scheduled time slot unless canceled by Gene Ford Music.**

\_\_\_\_\_  
STUDENT/GUARDIAN SIGNATURE    Printed Name

\_\_\_\_\_  
DATE