



Payment and Attendance Policy

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

Parent/Student Responsibilities

- **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.
- **Tuition Pays for the Time Slot** (not the lesson per se)
Your tuition reserves a place on your instructor's roster in your scheduled time slot. Your instructor is booked for the weekly slot, and accordingly, will be paid for their time. It's your responsibility to get to your lesson during that time.
- **Missed or Canceled Lessons**
Tuition for lessons which you miss or cancel is forfeited. Our instructors maintain a full roster so that make-up and/or rescheduled lessons are not possible. Missing 2 consecutive lessons without communication to instructor will automatically result in a loss of your time slot, with all payments due.
- **Communication**
Maintain contact with instructor 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 notice to 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 who signs 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 15th 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-regular students. If you would like an occasional lesson rather than a regular timeslot, ask about these. The cost of these lessons are \$32.50 per half hour in order to cover the instructor's time and the special scheduling and payment processes.

Gene Ford Music's Mission Statement

- **Mission**
Our mission is to provide students with the best available instructors that know how to kindle a passion for music, and encourage the commitment to succeed with the instrument of choice.
- **Communication about Progress**
We encourage and strive to develop strong communication between parent/instructor to ensure the student's healthy progression with the instrument. We feel once a month is a healthy MINIMUM to consult with your instructor to maintain awareness of the student's activity and enjoyment. If you have any other questions, feel free to contact me personally at 371-1661.
- **Best time to Call**
Because of Gene's teaching schedule, the best time to reach him is *generally* between 10am and noon, weekdays. If I'm not available, I will return your call as soon as possible. However, feel free to call at any time.
- **Instructor Cancellation**
One of the strengths of our instructors is that most are actively involved in successful performing/recording endeavors, yet have the heart of instructors as well. Their teaching schedule is carefully chosen to reflect their commitment to teach. On the rare occasion that an instructor is unable to be there at the scheduled lesson, another qualified instructor will substitute for that lesson. If a substitute instructor is not available that payment is forwarded to the next month as a credit for you.
- **Student Discounts**
STUDENTS receive preferential pricing on guitars, amps and even special order items like keyboards and drums. Look for already marked deals around the studio.

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.

Signature of Student
(Parent or Guardian of Minor Students)

Date