

CANCELLATIONS AND RETURNS POLICY

This policy will apply to all payments made in advance of the lesson, or to all scheduled payments due after the scheduled lesson. This policy is current as of 03-21-2017.

Cancellations: The student or the student's guardian must notify the teacher at least 24 hours (1 day) in advance of the lesson that they will be cancelling. Upon cancellation of the lesson, another date and time will be offered if it is available within the following 7 days of the original scheduled lesson. If the student is unavailable for a make-up lesson, and payment has been made in advance, the payment will remain as a credit on the student's balance. This credit will be calculated into the next pay period, and the payment for the subsequent block of lessons will be less the amount retained as a credit. If the teacher cannot offer a make-up time, the payment will be absorbed into the subsequent period of payment. Payments will only be retained as a credit if notice is given at least 24 hours (1 day) in advance.

If the student (or responsible party) does not notify the teacher at least 24 hours in advance of the lesson, the student (or responsible party) may be subject to a cancellation fee of up to 50% of the scheduled lesson cost. In such situations as family emergency or other special circumstances, it is up to the teacher's discretion as to whether such a fee will be charged. If payment has been made in advance the teacher is not required in such situations to make a full refund or to retain the payment as a credit on the balance, but can do so gratuitously.

If the teacher cancels without 24 hours (1 days) advance notice, the payment will be refunded or absorbed into the next period at the student's (or responsible party's) preference.

Have you read and understood this policy? Yes No

The following policy has been reviewed and agreed to by the parties signed below.

Student name: _____ Signature: _____
(Not applicable for students under 18)

Guardian name: _____ Signature: _____
(If student is under 18)

Teacher name: _____ Signature: _____