

Updated July 2003

Payment/Cancellation Policy

I have revised my payment/cancellation policy for the music lessons that I teach. However, some points of this policy have remained the same. I must enforce a stricter policy.

The new policy is as follows:

- I charge \$XX.XX per 30 minute lesson.
- Payment is expected in full for the month no later than the first lesson day of that month, even if you have a credit from the previous month for that first lesson. You will owe the remainder amount for the month on the first lesson day.
- If you cancel a lesson for any reason, you are still required to pay for that lesson. (The lesson may be made up if time is available in my schedule. If I do not have time available in my schedule, you still owe for the lesson. I will do my best to work with you on making up that lesson.)
- If I cancel a lesson for any reason, you will not be charged for that lesson. Furthermore, if you have already paid for that lesson, you will be given a credit for the following month. (The lesson may be made up if time is available in my schedule. If I do not have time available in my schedule, you will not be charged for the lesson. I will do my best to work with you on making up that lesson.)
- If for ANY reason you cancel on that first lesson day of the month, payment is expected to be mailed to me and received no later than 5 days after the first lesson day.
- If I cancel the first lesson day of the month, you may pay the following week, or on the day that the lesson is rescheduled to - this is the ONLY exception to my policy of paying on the first lesson day of the month.
- If payment is not received when expected, you will be charged a \$X.XX late payment fee.
- You are allowed 1 lesson (per child) per year that you may cancel and not owe payment for. You may use that free lesson any time of the year.
- If you are not able to follow this policy, I will not be able to give your child lessons.

****Your cooperation is greatly appreciated****

Please sign and date below and return to me:

Signed: _____ Date: _____