

## **Tamara Martella Music Studio Policy**

2324 Ida Lane  
P.O. Box 174 Station Main  
Nanoose Bay, B.C. V9P 9J9  
250-713-1812



### **Studio Contract Policy**

Please read the following policies. This is a contract of agreement. A student will be registered only after this contract is signed, dated and returned with payment for the months tuition.

### **Tuition Payment**

Monthly tuition is due the first lesson of each month. A late fee will be charged on the next month's statement if payment is not received by the second lesson. Any cheques returned do to non-sufficient funds (N.S.F. will be subject to a \$25 charge).

Payments for lessons can be made by cheque, cash or by e-mail transfer. There are absolutely NO REFUNDS on lessons.

### **Lesson cost:**

30 minutes \$30.00

60 minutes \$55.00

### **Cancellation**

-24-hour advance notice is required to cancel lesson. If less than 24 hours no make up lessons. Text or call 250-713-1812.

-Lesson must be rescheduled within 2 weeks of cancelation.

-If lesson is missed due to student being ill, there will be a make up lesson within two weeks. Time may be also added to a lesson instead of rescheduling if time permits. .

-If the teacher has to miss a lesson due to illness or a scheduling conflict, that lesson will be made up within 2 weeks.

-Lesson no shows will not be made up.

**-2 make up lessons per terms 1 & 2**

**-1 make up lesson per term 3**

( term 1: Sept - Jan , term 2 : Feb - Jun, term 3: July - Aug )

**If lesson cannot be made up in the 2 week time period in teachers schedule lesson is considered taught.**

**Lesson times**

Make sure you arrive on time for your lesson. If arriving late to lesson, student will be taught remainder of time and not the full scheduled lesson.

Parents: Please bring your child on time and pick up on time. It is not fair to students who proceed or follow your child to have their lesson times interrupted.

Please respect our neighbours privacy by parking directly in front of my property.

**2017/18 Contract Agreement**

I have read the policies of **Tamara Martella Music Studio**. I understand the policies and will abide by them.

Student Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature and Date \_\_\_\_\_